

We Teach the World to Cook



ESCOFFIER
ONLINE INTERNATIONAL
CULINARY ACADEMY™

Online Catalog

Volume 1—January 2015



**691 South Broadway St.
Suite B
Boulder, CO 80305
Toll Free: (855) 696-6602**

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Disclosure Information

Please note: The information in this catalog was correct at the time of publication. Always refer to the Escoffier Online Student Portal (Online Campus) for the most current and up-to-date information.

Escoffier Online International Culinary Academy (EOICA) does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a veteran.

Table of Contents

Contents

WELCOME MESSAGE.....	5
MISSION STATEMENT	5
GOALS AND OBJECTIVES.....	6
ABOUT ESCOFFIER ONLINE INTERNATIONAL CULINARY ACADEMY	6
LOCATION AND CONTACT INFORMATION.....	6
FACULTY AND STAFF	6
BOARD OF DIRECTORS	7
ADVISORY BOARD.....	7
LICENSING, ACCREDITATION, AND AFFILIATIONS.....	7
ENDORSEMENTS AND TESTIMONIALS	7
ADMISSIONS INFORMATION	
ADMISSIONS REQUIREMENTS	11
Admission of Students with Criminal Convictions:.....	10
Non-Discrimination	10
Non-English and/or Foreign Diplomas	10
Non-Degree Seeking.....	11
TUITION AND FEES	11
BOOKS, TOOLS, FEES.....	11
FINANCIAL INFORMATION	
PAYMENT OPTIONS	12
PROGRAM PAYMENTS	12
FINANCIAL AID RESOURCES.....	12
CANCELLATION POLICIES.....	12
INSTITUTIONAL REFUND POLICY.....	12
OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY	13
ACADEMIC INFORMATION	
ACADEMIC CALENDAR DEFINITIONS:.....	15
TRANSFER OF COURSES.....	15
ATTENDANCE REQUIREMENTS & POLICY	15
INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS	15
LEAVE OF ABSENCE	16
Effects of a Leave of Absence	16
LATE & MAKE-UP WORK POLICY	16
SATISFACTORY ACADEMIC PROGRESS	16
Measurement Periods.....	16
Three Measures of the Standard	16
Number of Credit Hours Earned or Attempted.....	17
Failure to Meet Satisfactory Academic Progress.....	17
Appeals and Probation	17
Other Considerations	18
FAILURES AND COURSE REPEAT POLICY.....	18
GRADING SYSTEM	18
EXTERNSHIPS.....	19
ESCOFFIER EPORTFOLIO	19
GRADUATION REQUIREMENTS	20
DIPLOMA	20
PROGRAM DESCRIPTIONS	21
COURSE DESCRIPTIONS	23

GENERAL INFORMATION

ESCOFFIER STUDENT PORTAL (ONLINE CAMPUS).....	28
TECHNICAL REQUIREMENTS	28
ORIENTATION	28
TECHNICAL SUPPORT.....	29
STUDENT SERVICES	29
CAREER SERVICES.....	29
GRIEVANCE POLICY	29
DISMISSAL DUE TO POLICY INFRACTIONS	30
REENTRY	30
RULES OF CONDUCT	31
ACADEMIC INTEGRITY	31
STUDENT IDENTITY VERIFICATION PROCESS.....	31
STUDENTS WITH DISABILITIES POLICY	32
STUDENT CONSUMER INFORMATION	32
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	32
Student Rights Under FERPA	32
Procedures to Inspect Educational Records	33
Refusal to Provide Copies.....	33
Disclosure of Education Records.....	33
Directory Information	34
EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT.....	34

WELCOME MESSAGE

Any professional chef will tell you that an education is a priceless asset. On top of that, to have a successful career takes years of cuts, burns, utter failures and total successes fueled by passion, perseverance and drive. But above all else, it takes guts. The culinary arts field is not one for the faint of heart or unmotivated. It is for those who have a love of food like no one else, to the point where it's all consuming—in everyday life and every night slumbers.

At Escoffier Online International Culinary Academy, we know that life encompassing love all too well. Our main goal is to further fuel those desires and mold them into a career that satisfies your appetite. What sets us apart from all the others is the ability to get that education in a 100% online, culinary or pastry arts program that lets you to do your work on your own time, in your own kitchen. In addition to the culinary training, we pride ourselves on teaching students entrepreneurship, business management and other real-world skills that can benefit them no matter their career path.

Moreover, we know how infamously competitive the hospitality industry is and we want our students to get an education that gives them the edge they need to advance their careers. Our classically based program was designed around the methods that made Auguste Escoffier famous while also incorporating modern techniques that can help set you apart. Our online programs give you all that plus the ability to work toward those dreams on your own time and in your own kitchen so that once you've completed the program, you are as driven as you are prepared. Whether you've been working in the field for decades or are just beginning, Escoffier Online has something to offer everyone.

To sum it up, Escoffier Online exists for one reason and one reason only: to set you on your path to a successful and fulfilling career. From the first interaction with your chef mentor to the day career services sets you up with your dream job, every facet of our school exists to help you in your journey to culinary prominence. We invite you to join us at Escoffier Online and become part of the greatness of the renowned chef's legacy.

Sincerely,
Bob Saiz
President

MISSION STATEMENT

Escoffier Online International Culinary Academy empowers students to achieve their potential in the hospitality industry through innovative online classes and individual, modernized instruction in the techniques developed by King of Chefs, Auguste Escoffier. Students are trained to understand where their food comes from and to develop respect for local resources and sustainable practices. Graduates enter the workforce with a balance of practical skills, humility and dependability.

This mission is attained by:

- Providing individualized instruction through an innovative online campus
- Offering an affordable and accessible education
- Delivering flexible, chef/instructor-led interactive classes
- Employing instructors that have substantial prior experience in the culinary and pastry and hospitality professions

GOALS AND OBJECTIVES

The goal of the institution is to produce competent professionals for entry-level employment as cooks, chefs, pastry chefs, caterers, foodservice managers, and other entry-level positions in the hospitality industry.

Programs have the following objectives:

- Train and practice skills needed in the hospitality industry
- Provide demonstration and participation classes
- Serve as a resource center for culinary education
- Promote the foodservice and hospitality industries

ABOUT ESCOFFIER ONLINE INTERNATIONAL CULINARY ACADEMY

Founded in 2012, Escoffier Online International Culinary Academy (EOICA) started offering online individual courses and short-programs in culinary arts and pastry arts. The first of its kind in providing world class competency-based training in culinary arts in a 100% online format, EOICA has been attended by thousands of students seeking enthusiast and professional training in over fifty countries.

Escoffier Online International Culinary Academy showcases the methods, principles, and recipes of the man who is truly the source of modern cooking, Chef Auguste Escoffier.

With the addition of programs directed toward students seeking careers in the foodservice industry, the curriculum at the Escoffier Online International Culinary Academy provides an outstanding culinary and pastry experience that offers classical skills while incorporating contemporary and recent culinary and pastry trends from around the globe. All of these combined, produce an in-depth exploration of the source of food and sustainable practices that are increasingly relevant in today's world.

Escoffier is a name known the world over as The Master (Le Maître) and the source for many of the cooking methods and the kitchen brigade system in place today. For expert chefs everywhere, the name Auguste Escoffier is synonymous with excellence, quality, commitment, and skill in the culinary profession. Escoffier continues to be revered—and relevant—today.

"This has always been our belief, cookery will evolve—as society itself does—without ever ceasing to be an art." –Auguste Escoffier

LOCATION AND CONTACT INFORMATION

The Escoffier Online International Culinary Academy mailing address is 691 South Broadway Street, Suite B, Boulder, Colorado, 80305. The telephone number is (855) 696-6602.

FACULTY AND STAFF

Please refer to the Catalog Addendum located in the back of this catalog.

CORPORATE STRUCTURE AND GOVERNANCE

Escoffier Online International Culinary Academy is a private corporation under the laws of the state of Illinois. The Governing Board manages the school and is solely responsible for the policies and financial integrity of the School.

BOARD OF DIRECTORS

Paul Ryan
John M. Larson

ADVISORY BOARD

Please refer to the Catalog Addendum located in the back of this catalog.

LICENSING, ACCREDITATION, AND AFFILIATIONS

<Escoffier Online International Culinary Academy is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board>

The short programs are recognized by the American Culinary Federation Education Foundation as quality programs.

Escoffier Online International Culinary Academy is affiliated with the Auguste Escoffier Foundation and Museum in Villeneuve-Loubet, France and with Michel Escoffier, great-grandson of Auguste Escoffier and President of the Foundation. This affiliation benefits our students with the history and context provided by the Escoffier family itself.

ENDORSEMENTS AND TESTIMONIALS



Auguste Escoffier Foundation & Museum

Musée Escoffier de l'Art Culinaire
3 Rue Auguste Escoffier
Villeneuve-Loubet Village, 06270 France

“My Great-grandfather, Auguste Escoffier, made numerous contributions to the culinary world and insisted on the highest standards of excellence in basic cooking skills, food preparation and presentation. Escoffier Online is entirely dedicated to maintaining those standards that my Great-grandfather would have expected and indeed required. As a forward-thinking Master Chef, Auguste would have welcomed and encouraged the ground-breaking online method of teaching.” –Michel Escoffier, Great-grandson of Auguste Escoffier and President of the Auguste Escoffier Foundation and Museum.

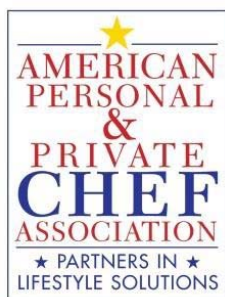
About The Auguste Escoffier Foundation and Museum...the Museum was founded in 1966 by Chef Joseph Donon and other friends and colleagues who had worked with Auguste Escoffier. The Museum is dedicated to perpetuating the memory and great achievements of Escoffier. The three main functions of the foundation are to grow and sustain the Museum of Culinary arts, to provide workshops that develop the culinary knowledge and expertise of chefs around the world, and to participate in and support historical and applied research with experts within the culinary arts and related hospitality fields. The Museum is located in the actual home where Escoffier was born, in the heart of the old village of Villeneuve-Loubet, near Nice, France.



**American Culinary Federation
Chicago Chefs of Cuisine, Inc.**
4318 River Road
Schiller Park IL 60176-1626

“After reviewing the detailed online culinary academy curriculum and rich video tutorials presented by professional chefs, we can only wonder what Escoffier himself would have said. Perhaps he would have exclaimed, ‘this exceptional delivery is perfect for the novice and industry professional alike.’”
—Chef Chas Boydston, President

About the Chicago Chefs of Cuisine...in 1925, the Chicago Chefs of Cuisine was founded and became a member of the American Culinary Federation in 1929. Since the very beginning, the ACF Chicago Chefs have been a part of many changes and achievements that have sculpted the landscape of Chicago as a Culinary Mecca to the Midwest and America.



American Personal & Private Chef Association
4572 Delaware Street
San Diego CA 92116

“We are pleased to endorse the Escoffier Online International Culinary Academy. This contemporary method of culinary arts instruction is an ideal avenue for learning—not only for those entering the culinary profession, but for home cooks, as well.” —Candy Wallace, Executive Director & Founder

About the American Personal & Private Chef Association...APPCA is the largest professional personal and private chef trade association in the United States. They represent personal and private chefs—giving them a professional posture that allows this growing industry to sustain and flourish. Their philosophy is simple – they promote the education and advancement of their membership in the personal and private chef industry, and the betterment of the industry as a whole.



Les Dames d'Escoffier International
Monterey Bay Chapter

Les Dames d'Escoffier International

Monterey Bay Chapter

25750 Carmel Knolls Drive
Carmel CA 93923

“As members of the Les Dames d’Escoffier, an organization of professional women dedicated to the advancement of education in food, wine and hospitality, we are honored to be endorsing the Escoffier Online program using cooking techniques from the father of modern cuisine and the greatest chef who ever lived, Auguste Escoffier. The program provides an exceptional opportunity to learn culinary arts through present-day innovative methods.” –Mary Chamberlin, Founder & President Les Dames d’Escoffier International–Monterey Bay Chapter

About Les Dames d'Escoffier International...LDEI is the premier organization of influential professional women who are committed to the advancement of education and philanthropy in food, beverage and hospitality, for the good of the global community. The society is composed of 28 individual chapters across the United States, Canada, and the United Kingdom. Its members are highly diversified and reflect the multifaceted fields of contemporary gastronomy and hospitality.

ADMISSIONS INFORMATION

Prospective students may enroll anytime for a future start date. Enrollments for a current start date are accepted up until the day of the start. Late enrollments are not accepted.

ADMISSIONS REQUIREMENTS:

- Application for Admission
- EOICA Enrollment Agreement (inclusive of written permission of parent or guardian if under 18)
- Proof of High School Completion or Equivalent (prior to your expected start date)
 - High School Diploma
 - GED
 - State Approved Home School Certificate of Completion
 - Official College Transcript from a Completed Associate or Higher Degree Program.
- Admissions Interview
- Application Fee - (see Catalog Addendum for current fee) or approved Fee Waiver and documentation*

* Application fee waivers are available for those on documented Public Assistance, Active and Honorably Discharged Military Personnel, or high school-issued waivers where applicable

Admission of Students with Criminal Convictions:

EOICA reserves the unqualified right and absolute discretion to refuse admission to any prospective student who has been convicted of a violent crime or state or federal felony offense and upon any other basis not prohibited by law. In determining whether a prospective student with a conviction shall be admitted, the school shall consider the nature and seriousness of the crime, how long it has been since the conviction, and the potential employment placements available to the prospective student upon completion of the program.

Employers or agencies that accept our students for internship/externship or those that may potentially employ our graduates may conduct a criminal and/or personal background check as well as require drug testing. Students who have prior felony convictions or serious misdemeanors, including those that are drug-related, may not be able to complete the internship/externship which is a requirement for graduation from the program and may have difficulty securing desired employment. The decisions made by employers or agencies regarding internship/externship or employment are outside of the control of the School.

Escoffier Online International Culinary Academy cannot guarantee employment or salary.

Non-Discrimination

Escoffier Online International Culinary Academy does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation in the administration of its educational or admissions policies, financial assistance programs, job placement services, or any other school sponsored program. Admission of applicants is based solely on the potential of the applicant to succeed in the foodservice industry or benefit from the course of study.

Non-English and/or Foreign Diplomas

Prospective students applying to Escoffier Online International Culinary Academy who possess a non-English and/or foreign high school diploma (or its equivalent) will be required to provide a certified English translation or pay the expense incurred by EOICA to have it translated on the student's behalf.

Non-Degree Seeking

A Non-Degree Seeking (NDS) Student is defined as a student who is *not* seeking a Certificate. An NDS Student may be accepted for individual courses of the Culinary Arts or the Baking and Pastry Certificate Programs dependent on capacity or availability. As an NDS Student, the individual will be responsible to fulfill the requirements of the registered course or program and must meet the prerequisites for any course prior to registration. Admission as an NDS Student is provisional and evaluated by the Director of Admissions on a case-by-case basis.

An NDS Student will not receive a Diploma.

Admissions Requirements for Non-Degree Seeking:

- Application for Admission
- EOICA Non-Degree Seeking Enrollment Agreement
- Application Fee - (see Catalog Addendum for current fee)

TUITION AND FEES

Please refer to the Catalog Addendum for current program tuition and fees.

BOOKS, TOOLS, FEES

Before starting each program students will be informed of all costs related to these items. Students will have access to a full list of needed course supplies upon enrollment; however, the most current supply list will be accessible as part of the course resources at least 1 week prior to the start of each program course. Students are encouraged to check the current supply list prior to beginning each course to ensure they have all needed materials.

FINANCIAL INFORMATION

PAYMENT OPTIONS

A monthly payment plan is available for students that agree to pay their payments monthly via the Escoffier Student Portal. A promissory note listing the terms and conditions of the payment plan must be agreed to and signed by the student.

PROGRAM PAYMENTS

Your financing details will be available on your Escoffier Student Portal (Online Campus). Any student experiencing financial difficulty should immediately contact support@escoffieronline.com. Students who have payment plans that are delinquent thirty (30) days, or more, may have their Online Campus access restricted until their account is current.

Certificates of Completion will not be issued until the student's program is fully paid.

FINANCIAL AID RESOURCES

Escoffier Online International Culinary Academy provides information regarding outside agency resources available to students. For a complete listing of current Scholarship & Grant Awards offered by EOICA, please visit the school's website or contact the campus.

CANCELLATION POLICIES

A full refund of all institutional charges will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed (does not apply to Seminars). Refunds due to the student within this cancellation period will be returned to the student in within 30 days of the cancellation notice.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement will indicate the new start date and whether the postponement was for the convenience of the school or the student.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

INSTITUTIONAL REFUND POLICY

1. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee does not sign an enrollment agreement;
 - An enrollee is not accepted by the school;
 - A student cancels the enrollment contract within 5 calendar days of signing the enrollment contract;
 - If service is discontinued by the school and this prevents the student from completing the course or program
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 5-day cancellation privilege the student does not enter school, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.

3. If a student enters a program and withdraws or is otherwise terminated, the school or college may retain not more than \$50 in nonrefundable fees for the entire program. The minimum refund of the remaining tuition will be calculated using the following time-based refund schedule:

Student is entitled to upon withdrawal/termination*	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75%	NO Refund

* Refundable tuition is the total course tuition minus the application fee

4. The effective date of the termination for refund purposes will be the earliest of the following:
 - a) The date of receipt of written notice from the student or the date the institution is made aware that the student is no longer attending;
 - b) Fourteen consecutive calendar days following the last date of attendance; or
 - c) The last day of attendance, if the student fails to return from an excused leave of absence;
5. Leaves of absence, suspensions, and published school holidays will not be counted as part of the scheduled class attendance. Students will receive a full refund for any future courses billed but not attended.
6. Refunds for items of extra expense to the student, such as books, tools, or other supplies should 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 school 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.
7. The policy for granting credit for previous training does not impact the refund policy.
8. All refunds will be made within 30 days from the date of termination.

OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY

A complete withdrawal is defined as dropping all classes for a given term. A student's **official withdrawal** date is defined as the date the Registrar receives a written signed notice, fax, or e-mail or other form of communication that the student is no longer in attendance in all of his/her classes.

An **unofficial withdrawal** is defined as a student who violates the attendance policy or is otherwise administratively withdrawn from the campus. Escoffier Online International Culinary Academy will assume the student unofficially withdrew and will calculate refunds accordingly. If it is determined that the unofficial withdrawal date is earlier than Week 4 of a six-week course, the student may owe funds to the institution. For a student who withdraws without notifying the school, (unofficially withdraws or drops out), the withdrawals date is:

- the last date of attendance; or
- the date the school or college receives written notice from the student that the student is withdrawing from the class.

Students should meet with a campus finance representative for a withdrawal evaluation before making a decision to withdraw or stop attending classes.

Any official or unofficial withdrawal will result in a "W" grade being recorded on the student's academic transcript for any current courses.

Students will receive an invoice for any balance owed to the school. Students have 30 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges resulting from the refund calculation. Any refunds due to the student will be provided within 30 days of termination.

ACADEMIC CALENDAR DEFINITIONS:

A “module” is a period of 6 weeks over which a course is scheduled. Students may have 1 or more courses per module.

An “academic quarter” is a term consisting of a consecutive grouping of courses over a 12-week period of time. The certificate programs in Culinary Arts and Baking and Pastry are generally scheduled with two modules in every academic quarter. The academic quarter serves as an academic evaluation period for attendance and Satisfactory Academic Progress (SAP)

TRANSFER OF CREDITS

- Students interested in transferring from their current program of study to another program of study at the institution are required to meet with the Registrar to complete the required paperwork. Students who have earned credit in other Escoffier Online International Culinary Academy programs may, in some cases, transfer courses applicable to the new program as determined by the Chief Academic Officer.
- Students interested in transferring coursework from another institution must supply an official college transcript from the institution from which they are seeking credit. Transcripts will be reviewed by the Registrar regarding transferability of credit. Considerations include, but are not limited to, the transferred course(s) having the same clock or credit hours and the content covering the same competencies. Transferred coursework must have been taken within the last five years. Only coursework with a grade equivalent to a “C” or better will be accepted. Acceptance of transfer credit is at the sole discretion of Escoffier Online International Culinary Academy. Transfer credit to or from EOICA is not guaranteed unless by written agreement.

ATTENDANCE REQUIREMENTS & POLICY

Attendance is an extremely important part of the programs and mandatory at the Escoffier Online International Culinary Academy. Students are expected participate in all course academic activities to signify their attendance in class. Students must log into each of their classes, at minimum, once a week

Students that fall below 80% program attendance may be placed on attendance probation until attendance percentages reach or exceed 80%. Students who do not achieve satisfactory attendance in any course may earn a failing grade on their transcripts and may be required to repeat the course. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the college.

Students who are dismissed for attendance may reapply for admission for the beginning of the next module. Attendance will be monitored daily and at the end of each term to ensure student compliance.

INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS

A grade of Incomplete may be assigned for a course when circumstances beyond a student’s control -- such as death of a close relative, illness, injury, or family emergency -- prevent the student from completing the course work on time.

The student must be achieving at least a “C” (70%-79%) grade in order to apply for an Incomplete. Arrangements must be made to complete the make-up work within two weeks of the end of the course of study. If no arrangements are made, the student will receive “0” points for any outstanding work and the Incomplete (I) grade will be converted to the grade the student earned based on the cumulative course points received.

LEAVE OF ABSENCE

Any gap in your training is always discouraged. Certain mitigating circumstances may arise which might necessitate a student's prolonged absence from school. Any student requesting an official Leave of Absence (LOA) must submit the request in writing to the Chief Academic Officer and must include the reason for the requested LOA, an effective date, anticipated return date, and student signature. The written request must be submitted in advance of the leave of absence unless unforeseen circumstances prevent the student from requesting in advance. In the case where advanced request is not possible, but an LOA is reasonable, the campus must secure the request from the student as soon as the circumstances allow. The Chief Academic Officer considers leaves on a case-by-case basis. Failure to return as scheduled without written notification and approval will result in dismissal. A student may submit multiple Leave of Absence requests but the total time on leave of absence may not exceed 180 days in any 12-month period. The school reserves the right to make exceptions to this policy on an individual basis if extenuating circumstances exist. Students who are on a LOA will not have access to coursework in the Online Campus until returning from the approved leave.

Effects of a Leave of Absence

Students who contemplate requesting a Leave of Absence should consider the following factors that may affect their eligibility to graduate within the maximum program time frame:

1. Students returning from a Leave of Absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of requested reentry.
2. Depending on the program, students that go on leave during a course may have to wait to return from an LOA for the course to be offered and may need to return at the point where they left off.
3. Students will be required to repeat all courses from which they elect to withdraw from, prior to receiving a final grade.

LATE & MAKE-UP WORK POLICY

Students are expected to complete assignments on time according to published deadlines. Missing assignments are recorded when they occur and monitored closely until the assignment is handed in. For assignments not handed in on time, the policy is to deduct 10 points if it is not handed in at the assigned time and 5 points on each subsequent overdue day until the grade arrives at zero. When this happens, the grade for that assignment is entered as zero in the gradebook. Make-up for any assignments is allowed only in the instance of injury, illness or family tragedy and documentation must be supplied.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) standards are used to measure progress toward graduation. The standards are applied to all students, regardless of status. Failure to maintain Satisfactory Academic Progress (SAP) may result in dismissal from the institution.

Measurement Periods

Student Satisfactory Academic Progress will be reviewed by the administration at evaluation points of every twelve weeks to correspond with the end of each academic quarter.

Three Measures of the Standard

There are three components of the SAP requirements that all students must meet to remain an active student.

- 1) **Qualitative Standard (GPA)** – In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA (CGPA) that corresponds to the specific point of the program noted in the tables below. The cumulative GPA (CGPA) will be reviewed at every evaluation point.

- 2) **Quantitative Standard (Rate of Progress)** – A student must receive passing grades in a minimum of 67% of all courses. Courses receiving grades of W, F, and I are not considered completed hours or credits but are considered attempted hours or credits for calculation of the rate of progress. The Rate of Progress (ROP) will be reviewed at the same evaluation point as the cumulative GPA.
- 3) **Time Frame Standard (Maximum Number of Credit or Clock Hours)** – A student may attempt a maximum of 150% of the total number of credit or clock hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him/her to graduate from the program within this maximum timeframe will be dismissed from school.

Certificates in Culinary Arts and Baking and Pastry Programs		
Maximum Timeframe: 78 credits		
Credits	ROP	CGPA
0 – 16	67%	1.5
17 – max allowed credits	67%	2.0

Number of Credit Hours Earned or Attempted

This standard requires students to successfully complete (with letter grades of A, B, C, D, or P) a minimum of 67% of the total number of credit hours attempted for each academic quarter. Attempted hours include all credit hours in which a student is enrolled at the end of the add/drop period. Letter grades of F or W will not be considered as credits successfully completed or earned but will count as credits attempted. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.

Failure to Meet Satisfactory Academic Progress

Escoffier Online International Culinary Academy shall place a student making unsatisfactory academic progress for a program at a progress evaluation period point on **SAP Warning (Probation I)** for the next academic quarter. When a student is placed on SAP Warning, that student will be advised, and the date action taken and terms of the warning shall be clearly indicated on the appropriate permanent records. When placed on SAP Warning, a student must improve his/her academic performance so as to be removed from SAP Warning by the next evaluation point. A student who fails to be removed from SAP Warning by the next evaluation point will be dismissed from the school.

Appeals and Probation

If a student is dismissed from school for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Chief Academic Officer. The letter must describe the extenuating circumstances that caused the student to be unable to meet SAP and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness, injury, and/or family emergency. The letter must also describe what will change in the student's situation and explain how the student will be able to meet SAP if allowed to continue in the program. The appeal must be submitted within five (5) calendar days of receiving notification of the SAP violation.

A Progress Review Committee will act upon the student's appeal within five (5) school days of the filing

of the appeal. Students with a pending appeal will be able to continue attending class(es) until the appeal decision has been rendered. If the appeal is successful, the student will be placed on **SAP Probation (Probation II)** and will be required to agree to and sign an academic plan that states what the student will do to regain Satisfactory Academic Progress by the next evaluation point. A student may appeal dismissal only once.

A student that fails to make overall Satisfactory Academic Progress at the next evaluation period will be dismissed unless the student is meeting the requirements set forth by the academic plan. A student that meets the academic plan will be allowed to continue for a maximum of one academic quarter. If a student continues to fail to meet SAP, the student will be dismissed.

Other Considerations

Courses transferred in from another institution, in accordance with the transfer policy at the Escoffier Online International Culinary Academy, will count towards the calculation of Satisfactory Academic Progress. Such transferred-in courses will count as credits attempted and earned. No grade(s) will be factored in to the cumulative grade average for transferred courses.

Students with an Incomplete grade are eligible to continue attending if the following conditions are met:

- The student is otherwise making Satisfactory Academic Progress, which may include being on probation.
- The time needed to make up and complete the coursework is within the program's maximum timeframe for completion.

A student who withdraws from the school may apply for re-admittance to the program. Readmitted students are subject to a probationary period of one academic quarter. At the end of this probationary period, a Progress Review Committee appointed by the Campus President will decide whether to allow the student to continue on a full-time basis.

FAILURES AND COURSE REPEAT POLICY

No student is permitted to graduate from the Escoffier Online International Culinary Academy with a cumulative GPA less than or below a 2.0. In addition, all courses must be passed with a grade of "D" or better. A student must repeat any course in which he/she has earned an "F." The student will be responsible to pay for costs associated with the course, not to exceed the credit per hour rate. When a student repeats a course, the grades earned for both courses appear on the student's transcript. However, only the highest grade earned is factored into the student's grade average.

GRADING SYSTEM

Students in all programs are observed and graded based on participation, assignments, and exams to cover material from both classroom and kitchen material and information.

Students will receive a grade for each course. Students' grades will be made available within 48 hours of the completion of each course. In the event of an apparent error in a grade, it is the student's responsibility to contact the instructor to make the appropriate correction.

Students withdrawing from a course before the end of the first week will have the course removed from their transcript. Students should be aware that attendance will be removed for any course completely removed from the transcript. Students who are withdraw from their courses after the end of the first week will receive a "W" on their transcripts.

Grade reports are available to students through the Online Campus. A student's cumulative grade point average is calculated as follows: Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. The cumulative grade point average is calculated by dividing the total earned quality points by the credit hours completed. The chart below describes how each grade impacts a student's cumulative grade point average:

Letter Grade	Description	Quality Points	Included in Credits Attempted	Included in Credits Earned
A	90-100	4	Yes	Yes
B	80-89	3	Yes	Yes
C	70-79	2	Yes	Yes
D	60-69	1	Yes	Yes
F	0-59	0	Yes	No
P	Pass	N/A	Yes	Yes
I	Incomplete	N/A	Yes	No
W	Withdrawal	N/A	Yes	No
TR	Transfer	N/A	Yes	Yes
AU	Audit	N/A	No	No
L	LOA	N/A	No	No

EXTERNSHIPS

In keeping with the Escoffier Online International Culinary Academy's objective to provide practical culinary experience, the school requires an externship for all its programs. An *externship* is a training program that is part of the course of study and is taken in a commercial foodservice business as approved by the Escoffier Online International Culinary Academy.

All students are required to submit an Externship Site Agreement to the Registrar. The Externship Site Agreement is a contract between the externship employer and student. The Externship Site Agreement should be submitted by the student before the student's externship begins. It must be received no later than with the first set of recorded hours. Copies of the Externship Site Agreement are available on the Online Campus.

Externship hours are compiled weekly. If timesheets are not received after two weeks, a student may be withdrawn from the program for lack of attendance. Students are also required to post weekly assignments on the Online Campus in order to remain an active student during the externship. A student must complete all required externship hours and requirements to receive his/her diploma.

ESCOFFIER EPORTFOLIO

Each student will have access to their own Escoffier ePortfolio via the Escoffier Student Portal (Online Campus). The Escoffier ePortfolio is where students can document their work and progression in their program by uploading photos and documents to demonstrate their culinary, pastry and management skills. Students will have permanent access to their portfolio and can share it with peers and employers.

GRADUATION REQUIREMENTS

The requirements, which must be met by students to be considered for graduation from their program, are as follows:

- 1) Completion of all program hours or credits with a minimum cumulative GPA of 2.0 or better
- 2) Completion of all required program externship hours-

DIPLOMA

Students who complete all program requirements and meet all financial obligations will receive a diploma signifying the graduation from the certificate a program.

PROGRAM AND COURSE DESCRIPTIONS

Certificate Program in Escoffier Online Culinary Arts Fundamentals

The Certificate in Escoffier Online Culinary Arts Fundamentals gives students the skills and experience they need to enter the hospitality industry. Students are qualified to pursue positions in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

Students learn essential skills for working in the foodservice industry; the Escoffier Online International Culinary Academy emphasizes not only cooking but also professional skills. The cooking portions of the course focus on using classical and universal cooking methods and preparing items in quantity. The professional skills covered include menu planning, portion size, employee training, safety and sanitation, and food cost control.

The program is made up of six-week courses organized into three twelve-week terms. Courses are accessed through the Online Campus learning management system and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The course also includes an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

Students will be awarded a Certificate in Escoffier Online Culinary Arts Fundamentals when the following have been met:

- Completion of 52 quarter credit hours
- Completion of the 160-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

Term (12 weeks each)	Module (6 weeks each)	Course Number -- Course	Hours				Quarter Credit Hours	# Online Lessons
			Classroom (Lecture)	Kitchen (Lab)	EXT	Total Clock Hours		
1	1	CA102 – Culinary Concepts and Foundations	45	40	0	85	6	24
		CE115 – Introduction to Computers and Online Learning	10	0	0	10	1	24
	2	CA121 – Culinary Skills and Techniques	45	40	0	85	6	24
		CE125 – Culinary Careers from Entry Level to Management	30	0	0	30	3	24
2	3	CA141 – Culinary Baking and Pastry Arts	45	40	0	85	6	24
		CE155 – Facility Layout and Design	30	0	0	30	3	24
	4	CA181 – Cuisines of the World	45	40	0	85	6	24
		CE165 – Food and Beverage Cost Control	30	0	0	30	3	24
3	5	CA202 – Farm to Table®	45	40	0	85	6	24
		CE185 – Management by Menu	30	0	0	30	3	24
	6	CE225 – Entrepreneurship	30	0	0	30	3	24
		EX200 – Industry Externship	10	0	150	160	6	10
		Program Totals	395	200	150	745	52	240

Certificate Program in Escoffier Online Fundamentals of Baking and Pastry

The Certificate in Escoffier Online Fundamentals of Baking and Pastry gives students the skills and experience they need to enter the hospitality industry. Students are qualified to pursue entry- to mid-level jobs as bakers, pastry cooks, or assistant pastry chefs in hotels, restaurants, bakeries, country clubs, and other foodservice establishments.

Students learn essential skills for working in the foodservice industry; the Escoffier Online International Culinary Academy emphasizes not only baking but also professional skills. The baking portions of the course focus on breads, cakes, pastries, and various other desserts, as well as preparing items in quantity. The professional skills covered include menu planning, portion size, employee training, safety and sanitation, and food cost control.

The program is made up of six-week courses organized into three twelve-week terms. Courses are accessed through the Online Campus learning management system and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The course also includes an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

Students will be awarded a Certificate in Escoffier Online Fundamentals of Baking and Pastry when the following have been met:

- Completion of 52 quarter credit hours
- Completion of the 160-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

Term (12 weeks each)	Module (6 weeks each)	Course Number -- Course	Hours				Quarter Credit Hours	# Online Lessons
			Classroom (Lecture)	Kitchen (Lab)	EXT	Total Clock Hours		
1	1	BK101 – Pastry and Baking Concepts and Foundations	45	40	0	85	6	24
		CE115 – Introduction to Computers and Online Learning	10	0	0	10	1	24
	2	BK121 - Patisserie	45	40	0	85	6	24
		CE125 – Culinary Careers from Entry Level to Management	30	0	0	30	3	24
2	3	BK141 – Confiserie and Frozen Desserts	45	40	0	85	6	24
		CE155 – Facility Layout and Design	30	0	0	30	3	24
	4	BK161 – Artisan Baking	45	40	0	85	6	24
		CE165 – Food and Beverage Cost Control	30	0	0	30	3	24
3	5	BK201 – Contemporary Pastry Arts	45	40	0	85	6	24
		CE185 – Management by Menu	30	0	0	30	3	24
	6	CE225 – Entrepreneurship	30	0	0	30	3	24
		EX200 – Industry Externship	10	0	150	160	6	10
		Program Totals	395	200	150	745	52	240

COURSE DESCRIPTIONS

The course numbering system consists of a two- or three-letter prefix that designates either the program of study or general education followed by three numbers all indicative of an undergraduate course.

BK101 - Pastry and Baking Concepts and Foundations

This course begins with coursework concentrating on food safety and sanitation in the professional kitchen. The importance of proper hygiene, food handling and storage, cleaning, pest control and HACCP in a food service operation is explored. Students will learn some basic baking math, including measures and converting recipes. Students will become familiar with baking ingredients and be able to identify quality indicators. Students will practice the fundamental techniques of pastry and baking for some of the key products of the bakeshop.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: none

BK121 - Patisserie

In the Patisserie course, students will delve into more complex pastries. Cakes are the main focus of this course, and students will learn about the classic mixing methods used to create a wide variety of American and European cakes and tortes. Students will also learn about various styles of cake decoration. Students will progress from the basics of cake assembly and icings and frostings to different intermediate decorating techniques and fine line piping. Throughout the course, students will learn the importance of production timelines for the bakeshop when making cakes and other products.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK141 - Confiserie and Frozen Desserts

In this course, students will learn about products that, while not necessarily pastry items or baked goods, are important dessert staples and essential knowledge for the bakeshop. Students begin with the proper techniques in storing, melting, and tempering chocolate, as well as creating chocolate decorations. Students will then move on to sugar cookery and confections. Students will explore a variety of fruit desserts and petit fours. Students will end the course with lessons on frozen desserts, including ice cream and gelato.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK161 - Artisan Baking

The Artisan Baking course provides the framework to understand the principles of creating a variety of specialty breads and dough products. After reviewing yeast production and learning the major steps of bread production, students will dive into the differences between lean and enriched yeast dough products. Students will also learn about yeasted laminated dough and puff pastry. Students will learn the principles of using starters and levains. Students will also create specialty holiday breads.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK201 - Contemporary Pastry Arts

The Contemporary Pastry Arts class highlights modern considerations in the baking industry. It starts by examining gluten-free, fat-free, and vegan baking, including the benefits of a Paleo diet. The effect of heat on certain nutrients and how that lends to using raw foods is explored. Students will study spa cuisines and the benefits of baking with super foods.

Basic principles of molecular gastronomy are also covered, including emulsions, spherifications-cavair, and gelification. Contemporary dessert composition and practicing contemporary plating techniques are also components of the course. Farm to Table principles, local-based baking and the differentiation between organic and natural ingredients are also explored.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

CA102 - Culinary Concepts and Foundations

This course begins with food safety and sanitation, then acquaints students with other aspects of the professional kitchen. Students learn foundational cooking techniques while cultivating their understanding of flavors. Culinary terminology, the use and effect of heat, and seasoning principles are taught in this course. Students learn about common tools, utensils, and equipment. This course also includes fundamental knife skills, cutting techniques, and the concept of mise en place.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: none

CA121 - Culinary Skills and Techniques

This course covers foundational cooking techniques in depth. Students learn about distinguishing qualities of various cooking methods, differing methods of transferring heat, the physical and chemical effects of each method on food, and how to choose a cooking method best suited to each situation.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CA141 - Culinary Baking and Pastry Arts

Students will study the art and science of baking and pastry arts and learn to prepare items ranging from bakeshop staples to international restaurant quality desserts covering the theory and chemistry of the pastry arts. Cakes, tortes, icing and decorating techniques are also covered.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CA181 - Cuisines of the World

In this course, students will take an in-depth look at a variety of cuisines from around the world. Students will start their global journey with the classical cuisines of France and Italy, then explore a variety of regional cuisines from Europe, the Middle East, Asia, and the Americas. For each region, students will learn about the history and culture of the people, key ingredients and cooking styles that characterize the cuisine, and how to produce some of the region's signature dishes. This course will also prepare students for the workforce by teaching them how to research the dishes and flavors of a specific cuisine for any culinary venture.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CA202 - Farm to Table®

This class focuses on the ever growing relationship between the chef and the farm/factory/ranch. This course explores menu production utilizing sustainable and/or organic foods. Also presented will be concepts of traditional and nontraditional farming and sourcing for vegetables, as well as the impact of land and sea animal-based food sourcing as practiced globally.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CE115 - Introduction to Computers and Online Learning

Introduction to Computers and Online Learning is a course that prepares students for an online learning environment. The course covers a variety of tools essential to being an active learner, as well as larger practical skills related to navigating an online environment. Topics include online communications (email, forums, and related methods), submitting assignments online, how to use internet browsers, and navigating the campus portal. Students establish positive learning habits, including time management, active learning, and self-motivation

Theory/Lecture hours: 10; Lab hours: 0; Total contact hours: 10;

Total Quarter Credit Hours: 1

Prerequisite: None

CE125 - Culinary Careers from Entry Level to Management

This course covers the different types of commercial food service operations, and how to manage each using the principles of good service. Students study the hierarchy of management in food service, and the skills needed to succeed as a manager: training employees, motivating them, disciplining them, and creating a safe and positive work environment. The course also explores how to act responsibly and make decisions that benefit the company

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE155 - Facility Layout and Design

This course teaches students about the logistics of managing the facility of a food service operation. Students will learn how to make use of equipment and space to ensure a safe and efficient work environment. Additionally, they will learn about the different needs of spaces in the back of house areas, including the kitchen, storage areas, and breakrooms. Finally, students will learn about the design principles that create the atmosphere in the front of house areas, and the special concerns of the dining environment.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;
Total Quarter Credit Hours: 3
Prerequisite: None

CE165 - Food and Beverage Cost Control

Three out of five restaurants fail within five years of opening, often due to money mismanagement; this course gives students the skills to not only keep their restaurant in business but also turn a profit.

This course introduces students to accounting and managing budgets, especially as it relates to the hospitality industry. Students learn how to minimize costs and maintain a full range of customer services.

The course progresses from the fundamentals of culinary math into an overview of basic business accounting transactions, including accounts receivable and payable, ledgers, balance sheets, payroll and financial statements.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;
Total Quarter Credit Hours: 3
Prerequisite: None

CE185 - Management by Menu

This course explores different types of menus and their applications. The course covers all aspects of menu planning and design, ranging from visual design to price analysis to making use of available resources. The menu is both a financial tool and a communication tool, and its use as both is explained. Students learn about both food and beverage menus.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;
Total Quarter Credit Hours: 3
Prerequisite: CE165

CE225 - Entrepreneurship

Entrepreneurship is a culmination course in entrepreneurship. This course covers such topics as business planning, recognizing opportunities, developing strategies, and marketing. The crucial step of financing your venture is also covered. For the final course project, the student will produce and present a complete business plan for a food service operation..

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;
Total Quarter Credit Hours: 3
Prerequisites: CE125; CE185

EX200 – Industry Externship

This course provides opportunities for real life experiences in an operational restaurant or related business and builds on the skills and techniques covered in previous courses. In the course, students apply the skills they've learned in practical ways to real-world situations. Students gain hands-on experience in the kitchen that mirrors their future work in the industry and develop the skills necessary for a culinary career. Immersion in a work environment also allows students to develop industry contacts and build working relationships.

Generally taken concurrently with CE225.

Theory/Lecture hours: 10; Externship hours: 150; Total contact hours: 160

Total Quarter Credit Hours: 6

Prerequisites: Completion of all other program courses with a 2.0 or higher GPA unless permission is granted by the Executive Chef

GENERAL CAMPUS INFORMATION

ESCOFFIER STUDENT PORTAL (ONLINE CAMPUS)

The Escoffier Student Portal (Online Campus) is the starting point for your culinary educational experience at the Escoffier Online International Culinary Academy.

Upon enrollment approval, students will have access to the virtual gathering place for our students – the Online Campus. The Online Campus is a student's most valuable information source and the connection to the EOICA community. It is the place where students can access their courses, attend live events, view culinary and pastry resources, access and compile their Escoffier ePortfolio, connect with students and staff, and much more!

The Online Campus contains copyrighted material that may only be accessed by our students. Students are expected to protect the Online Campus intellectual property. The Online Campus and its content ***may not be copied, sold, or distributed***. Its use is subject to federal and international copyright laws.

Student access to the learning materials contained in the Online Campus will only be available as long as the student is in an active status. Access will be terminated for students that withdraw or temporarily suspended for students on an approved Leave of Absence.

A student's access to the student portal may be suspended due to delinquency on payments to the school.

TECHNICAL REQUIREMENTS

- **Internet Connection:**
Cable, DSL or Wireless
- **Operating System:**
XP, Vista, Windows 7, Mac OSX or greater
- **Computer Processor:**
CPU with SSE2 support, including Intel Pentium 4, Pentium M, Core or Atom, AMD Athlon 64 or later.
- **Computer Memory:**
512 MB RAM or greater
- **Screen Resolution:**
1024 x 768 minimum

Use [Firefox](#), [Chrome](#), [Internet Explorer](#) or [Safari](#) with the following settings:

- Cookies enabled
- JavaScript enabled
- Flash Player enabled

ORIENTATION

Orientation is designed to introduce beginning students to Escoffier Online International Culinary Academy and the online learning platform. Through participation in the online Orientation, students will learn to navigate in the Online Campus and will also be introduced to EOICA policies and procedures. Orientation is mandatory and all new students are required to attend Orientation prior to accessing their first course.

TECHNICAL SUPPORT

EOICA provides technical support to assist students in accessing the Program via the Online Campus. This includes support in accessing EOICA websites and troubleshooting features specific to our site. This support, however, does not include providing personal computer troubleshooting (i.e., computer freezes, browser problems, internet connection problems); assistance with third-party websites (i.e., correcting HTML issues for participants on our Online Campus Lab and/or social networking websites); or support with non-EOICA products or programs.

STUDENT SERVICES

Escoffier Student Services can be reached through the Online Campus via email, help tickets, or the phone number listed on the website. They can help with updating account information, resetting passwords, and other technical issues.

Escoffier Online International Culinary Academy makes available to students a 24/7 counseling service, Well Connect, by Student Resource Services. Students are encouraged to contact Student Resource Services for any needs that may prevent the student from being successful. This includes, but is not limited to, issues regarding balancing work, school and life, relationship and parenting concerns, stress and anxiety, legal concerns, drug counseling, financial hardship, etc.

Students are encouraged to take advantage of this free 24/7 student service at 1-866-640-4777.

CAREER SERVICES

One of the benefits of the online programs at Escoffier Online International Culinary Academy is the flexibility afforded to students to continue or seek employment while they are engaged in their studies. An Escoffier education is meant as the springboard to a career in the foodservice industry. For those that need or want assistance, EOICA career services staff is ready to help with résumé-writing, job applications, and interviews, along with industry referrals, networking opportunities, job listings, and more. Both the culinary arts program and the pastry arts program contain a class devoted to career advancement, including résumé writing and interviewing skills and staff will assist with the externship process. Employment and externship decisions are outside the control of Escoffier Online International Culinary Academy.

Escoffier Online International Culinary Academy does not guarantee employment.

GRIEVANCE POLICY

Full consideration will be given to complaints and grievances which are submitted by students concerning any Escoffier Online International Culinary Academy policy. The complaint/grievance procedure is intended to provide a formal means for resolution of complaints.

Any complaint/grievance must follow the procedure outlined below. A student must initiate the formal complaint process no more than 10 days from the date and time of the alleged event. Any grievance filed over 10 days past the event will not be considered.

Grievances are initially handled in an informal and confidential manner. Feedback, inquiries, or concerns should first be directed to support@escoffieronline.com. If applicable, a student should first attempt to resolve any course related issues with the course instructor. Formal complaints may also be directed, by letter, to the Campus President. If a grievance is not satisfied, the student may appeal in writing to the Advisory Board, which will rule on the issue at their biannual meeting.

Below are procedures for specific issues.

If a student has a concern regarding an instructor, he or she should detail the issue in writing for consideration by the Chief Academic Officer.

This same procedure would apply regarding

- School supplies
- Program or placement procedures
- School representatives refund policy

If any of these matters still remain unresolved, the student may discuss the issue with the Campus Director for further consideration. Any unresolved complaints may be brought to the attention the Division of Private Occupational Schools online at <http://highred.colorado.gov/dpos> or by phone to (303) 866-2723. There is a two-year statute of limitations from the last date of attendance for the Division to take action on a student complaint.

DISMISSAL DUE TO POLICY INFRACTIONS

A student will be subject to disciplinary action and may be dismissed due to school policy and conduct infractions.

Repeated failure to abide by the rules of conduct is grounds for dismissal. Students are subject to immediate dismissal for intentional damage to school property, cheating, verbal or physical abuse, theft, endangering others through disregard or neglect of safety rules, and possessing or using drugs and alcohol. Firearms are not permitted on school property.

Students may be dismissed for failure to:

- meet attendance policies
- meet the minimum standards for academic progress
- meet the minimum conduct standards of the school
- fulfill their financial obligations according to their agreement with the school.

REENTRY

A student that was dismissed due to violation of the attendance policy may be eligible to petition to reenter at the start of the next module. Any student wishing to reenter should contact the Registrar's office to initiate the reenter process. A reentering student is subject to current program tuition and fees. Students seeking to resume studies over 365 days from the date of withdrawal should contact the Admissions office to determine next steps.

A student whose enrollment was dismissed for unsatisfactory progress may petition to reenter after a minimum of one module. This does not circumvent the approved refund policy.

A student who is dismissed from school must sit out for at least one module – unless the student successfully appeals the dismissal and is placed on probation or is following an academic plan. A student that has been dismissed due to failure to make Satisfactory Academic Progress must appeal. If the appeal is approved, a student must have a meeting with the Chief Academic Officer before registering for any course to complete an academic plan. Upon re-admittance to classes and as a condition of the academic plan, the student must regain Satisfactory Academic Progress by the next evaluation point by meeting all three measures of progress. A student who fails to regain Satisfactory Academic Progress under this condition will be dismissed from school without the recourse of reentry.

A student that was dismissed due to violation of conduct standards or failure to fulfil financial obligations should contact the campus to determine eligibility for resuming studies with EOICA.

RULES OF CONDUCT

In general, students are expected to:

- Adhere to attendance rules.
- Prepare appropriately for class and lab exercises.
- Follow directions of chef instructors and staff.
- Be respectful to faculty and staff.
- Be respectful to other students in discussion spaces
- Keep track of their own make-up and externship hours, fill out the required forms and submit **on time** to appropriate school officials.
- Cheating and/or plagiarism may result in immediate dismissal from the Escoffier Online International Culinary Academy.

We strongly encourage students to carefully review the terms of the Escoffier Student Portal Agreement for conduct expectations, guidelines, and rules.

ACADEMIC INTEGRITY

The student agrees to abide by the following standards of academic integrity. Failure to adhere to the standards of academic integrity could result in student dismissal.

- All assignments, creations, recipes and other information collected and submitted as part of their program work must be prepared by the student. Any alteration(s) must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication and could result in student dismissal.
- Students may only collaborate within the limits prescribed by course instructors. A student may not complete any portion of an assignment for another student. Students may not claim as their own work any portion of an assignment that was completed by another student.
- Students may not provide or receive information about a quiz to another student. Violations of this standard constitute collusion.
- Students must adhere to the guidelines provided by course instructors for completing coursework. Violations of this standard constitute cheating.

STUDENT IDENTITY VERIFICATION PROCESS

Students are assigned a secure login and password for authentication; this information is required to access to the student portal, which contains all courseware. Students also agree to the Escoffier academic integrity policy, which states that the work they submit is their own. This policy is on every syllabus.

Violations of the Escoffier academic integrity policy include:

- Unsanctioned collaboration or using unsanctioned materials in an academic evaluation
- Sharing one's username and password, or otherwise assisting another student in academically dishonest actions
- Passing off another person's work as one's own
- Failing or neglecting to cite the ideas or works of others when used
- Bribing, threatening, or coercing others with the intention of changing grades or academic evaluations

To help ensure the authenticity of student work, our classes use a variety of assessment types, such as quizzes, research projects, threaded discussions with classmates and the instructor, oral presentations, and live discussion through videoconferencing. In addition, for practical courses, students will be required to post visual identification with their assignments.

Students violating the academic integrity policy may be given a failing grade in the course or dismissed from the program.

STUDENTS WITH DISABILITIES POLICY

It is important that the student notify the school of any accommodations needed as a way of assisting the student to become successful in his or her course of study. The school will endeavor within reason to supply the needed resources.

STUDENT CONSUMER INFORMATION

Federal Student Disclosure Requirements

Regulations promulgated by the United States Department of Education to implement changes made to the Higher Education Act of 1965 (HEA), as amended, by the Higher Education Amendments of 1998 (1998 Amendments) require the disclosure of financial assistance and institutional information to students under the student financial assistance programs under Title IV of the Higher Education Act of 1965, as amended (Title IV). The following institutional information is annually disclosed: campus crime reports, drug and alcohol policies, FERPA (Family Educational Rights and Privacy Act) Rights, Copyright Policy and Satisfactory Academic Progress Policy and Graduation Rates. These policies and information are distributed annually and available at any time upon request through the Registrar or Student Finance Offices. Financial assistance programs include the Federal Pell Grant Program, the campus-based programs (Federal Perkins Loan, Federal Work-Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs), the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Leveraging Educational Assistance Partnership (LEAP) Program (formerly called the State Student Incentive Grant (SSIG) Program). Under the regulations, the Escoffier Online International Culinary Academy annually distributes to all enrolled students a notice of the availability of financial assistance and institutional information required to be disclosed pursuant to the Higher Education Act amendments and pursuant to the Family Educational Rights and Privacy Act (FERPA) which governs access to student educational records maintained by educational institutions and the release of information from those records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Because EOICA is a post-secondary institution, the rights described in FERPA belong to the students at the school, rather than the parents. The term "student" as used in the following FERPA policy applies to currently enrolled and former EOICA students who were accepted, began attending classes, and either graduated, withdrew or did not graduate. Questions about FERPA or FERPA rights should be addressed to compliance@escoffieronline.com.

Student Rights Under FERPA

Students have the right to inspect and review their educational records according to the following procedures:

- Request amendment of their educational records - Students may ask the school to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Registrar, specifying why they believe the record is inaccurate or misleading. The Registrar will notify the student of the decision made on the request for amendment.
- Consent to disclosure of their educational records – The exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the US Department of Education-Individuals who have questions about FERPA or who wish to file a complaint should contact:

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

Procedures to Inspect Educational Records

Students should submit to the Registrar, a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student in writing of the item(s) and place where the records may be inspected. Access will be given in 45 calendar days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Refusal to Provide Copies

EOICA reserves the right to deny official transcripts or copies of records not required to be made available by the FERPA in the following situation: the student has an unpaid financial obligation to EOICA.

Disclosure of Education Records

EOICA will disclose information from a student's education records only with the written consent of the students, **EXCEPT**.

1. To school officials who have a legitimate educational interest in the records. A school official is defined as:
 - a. A person employed by EOICA in an administrative, supervisory, academic or research, or support staff position.
 - b. A person employed by or under contract to EOICA to perform a special task, such as an attorney, auditory or financial aid consultant.
2. A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student
 - d. Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement or financial aid.
3. To officials of another school, upon request, in which a student seeks or intends to enroll.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in conjunction with an audit, review or evaluation of compliance with education programs.
5. In connection with a student's request for or receipt of financial aid, as necessary to determination the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state, law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the school.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. The records of a disciplinary proceeding conducted by EOICA against an alleged perpetrator of a violent crime will be disclosed to the alleged victim of that crime without the written consent of the alleged perpetrator.
12. To parties requesting directory information, if a student has not provided a written request for the non-disclosure of such information.

Directory Information

Escoffier Online International Culinary Academy designates the following items as Directory Information:

- Student name
- Local, permanent, and email addresses
- Telephone Number
- Date and Place of Birth
- Major Field of Study (Program)
- Participation in Officially Recognized Activities
- Dates of Attendance
- Expected Graduation Date
- Enrollment Status
- Degrees, Awards, and Honors Received
- Most recent previous school attended

EOICA may disclose any of those times without prior written consent, unless notified in writing to the contrary by the tenth calendar date following a student's program start date.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of EOICA that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

The statements set forth in the catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's period of attendance.