



CATALOG ADDENDUM

October 2018

KEY ADMINISTRATIVE STAFF AND FACULTY

Kimberly Jensen	Campus President
Matthew Vearil	Director of Admissions - Residential
Joanna La Corte	Director of Admissions - Distance Learning
Pamela Trandahl	Director of Financial Aid – Residential
Jason Scheib	Director of Financial Aid – Distance Learning
Alisia Marquez	Student Accounts Manager - Distance Learning
Kate Sweasy	Director of Career Services - Residential
Jane Jepson	Director of Career Services - Distance Learning
Joni Kurland	Director of Compliance
MaryKate Howland	Registrar and Compliance Manager
Edy Cooper	Registrar - Distance Learning
Graham Mitchell	Executive Chef - Distance Learning
Dan Widmann	Lead Chef Instructor – Culinary Arts & Pastry Arts
Chanel Hayes	Lead Chef Instructor - Distance Learning (IDL) – Culinary Arts
Anne Lanute	Lead Chef Instructor – Distance Learning (IDL) – Pastry Arts

Chef Instructors – Culinary Arts

Steven Nalls
Carlos Ruiz
Chris Scalia
Bob Scherner

Culinary Arts - Adjunct

Richard Jensen
David Knight
Suzanne Rudolph
Ray Yazdani

Chef Instructors – Pastry Arts

Nicole Barthlow
Meghann Shaffer

Additional Faculty

Gina Donovan
 Stacey Acquavella
 Albert Angiolillo
 Pam DuMaine
 Susan Yurish

Chef Instructors – Culinary Arts (IDL)

Christopher Diehl
Sofia Forde
Cesar Herrera
Tyson Holzheimer
Karla Lomeli
Kevin Quinn
Janet Rorschach
Luke Shaffer
Catherine Stanton
Warren Weekes

Chef Instructors – Pastry Arts (IDL)

Tom Beckman
Gena Lora
Jennifer McClintick
Paul Rocque

Chef Instructor – Distance Learning (Externship)
 Instructor (Adjunct) – General Education
 Instructor (Adjunct) – General Education
 Instructor (Adjunct) – General Education
 Instructor (Adjunct) – General Education

Chef Evaluators for the Distance Learning programs include: Jackie Abril-Carlile, Sinead Chardon, Krystal Dandie, Genevieve Dodd, Jen Gross, Ryan Hodros, Suzanne Lasagna, Kareen Linton, Matthew Mejia, Jamie Palafox, Eric Preuss, Vincent Sturgis, Jonathan Taylor, Luke Trinosky

CURRENT ADVISORY BOARD

Name	Company
Sarah Beckwith	Oak at Fourteenth
Jon Caton	Graze Café & Catering
John Curiel	Bar Taco
Dan Franklin	Oak at Fourteenth
Jeffrey Lammer	Vital Roots
MaryAnn Mathieu	Sodexo

Name	Company
Samuel Milligan	Sage Dining Services
Emma Nemechek	Omni Hotels
Max Phillips	Levy Restaurants
Ariana Pope	Balistreri Vineyards
Pierson Shields	Hyatt Regency
Colton Wagner	The Kitchen Next Door

CALENDARS

2018-2019 Academic Period Calendars

Residential Programs – Culinary Arts (Diploma & AOS) & Pastry Arts (Diploma)

Block/Quarter Start	Block End	Quarter End
October 1, 2018	November 9, 2018	December 21, 2018
November 12, 2018	December 21, 2018*	February 15, 2019
January 7, 2019	February 15, 2019	March 29, 2019
February 18, 2019	March 29, 2019	May 17, 2019
April 8, 2019	May 17, 2019	June 28, 2019
May 20, 2019	June 28, 2019	August 16, 2019
July 8, 2019	August 16, 2019	September 27, 2019
August 19, 2019	September 27, 2019	November 8, 2019
September 30, 2019	November 8, 2019	December 20, 2019
November 11, 2019	December 20, 2019**	February 14, 2020

* Block includes a required Saturday class on December 1, 2018

** Block includes a required Saturday class on December 7, 2019

Distance Learning Diploma Programs – Culinary Arts and Operations & Professional Pastry Arts

Block/Quarter Start	Block End	Quarter End
September 26, 2018	November 6, 2018	December 18, 2018
November 7, 2018	December 18, 2018	February 19, 2019
January 9, 2019	February 19, 2019	April 2, 2019
February 20, 2019	April 2, 2019	May 14, 2019
April 3, 2019	May 14, 2019	June 25, 2019
May 15, 2019	June 25, 2019	August 20, 2019
July 10, 2019	August 20, 2019	October 1, 2019
August 21, 2019	October 1, 2019	November 8, 2019
October 2, 2019	November 8, 2019	December 20, 2019
November 11, 2019	December 20, 2019	February 18, 2020

Program Sessions/Hours

Residential Programs – Culinary Arts (Diploma & AOS)

Program	Session	Start Time	End Time
Culinary Arts (AOS & Diploma)	Morning	6:00 AM	2:00 PM
Pastry Arts (Diploma)	Morning	7:00 AM	1:00 PM
Culinary Arts (AOS & Diploma)	Mid-Morning	8:00 AM	4:00 PM
Pastry Arts (Diploma)	Afternoon	12:00 PM	6:00 PM
Culinary Arts (AOS & Diploma)	Afternoon	12:00 PM	8:00 PM
Culinary Arts (AOS & Diploma)	Evening	4:00 PM	10:00 PM
Pastry Arts (Diploma)	Evening	5:00 PM	11:00 PM

2018-2019 Student Holiday & Break Schedule*

No Classes (Faculty In-Service)	October 19, 2018
Thanksgiving Holiday ^o	November 22-23, 2018**
2018 Winter Break – Residential	December 22, 2018-January 6, 2019
2018 Winter Break – Distance Learning ^o	December 19, 2018-January 8, 2019**
No Classes (Faculty In-Service)	January 21, 2019
2019 Spring Break	March 29 – April 7, 2019
No Classes (Faculty In-Service)	May 17, 2019
Memorial Day ^o	May 27, 2019**
2019 Summer Break ^o	June 29 – July 7, 2019 (Residential); June 26 – July 9, 2019 (Distance)**
No Classes (Faculty In-Service)	August 16, 2019
Labor Day ^o	September 2, 2019**
No Classes (Faculty In-Service)	October 18, 2019
Thanksgiving Holiday ^o	November 28-29, 2019**
2019 Winter Break – Residential	December 21, 2019-January 5, 2020
2019 Winter Break – Distance Learning ^o	December 21, 2019-January 7, 2020**

An “o” denotes a holiday observed by the distance learning program. Distance learning students will still have access to the Online Campus during published holidays and scheduled breaks.

** The holiday schedule may not be observed for students in Industry Externship courses.*

*** Distance Learning Support will not be available on the following: December 24-25 & 31, 2018
January 1, 2019, May 27, 2019, July 4, 2019, September 2, 2019, December 24-25 & 31, 2019*

2018-2019 Program Calendars

Residential AOS in Culinary Arts and Diploma Programs in Culinary Arts & Pastry Arts

Start Date	Anticipated Completion Date: Culinary Arts AOS	Anticipated Completion Date: Pastry Arts Diploma
October 1, 2018	December 20, 2019	May 31, 2019
November 12, 2018	February 14, 2020	N/A
January 7, 2019	March 27, 2020	August 30, 2019
February 18, 2019	May 15, 2020	N/A
April 8, 2019	June 26, 2020	November 22, 2019
May 20, 2019	August 14, 2020	N/A
July 8, 2019	September 25, 2020	February 28, 2020
August 19, 2019	November 6, 2020	April 17, 2020
September 30, 2019	December 18, 2020	May 29, 2020
November 11, 2019	February 12, 2021	N/A

Distance Learning Diploma Programs: Professional Pastry Arts, Culinary Arts and Operations

Start Date	Anticipated Completion Date: Professional Pastry Arts	Anticipated Completion Date: Culinary Arts and Operations
September 26, 2018	November 8, 2019	December 20, 2019
November 7, 2018	December 20, 2019	February 18, 2020
January 9, 2019	February 18, 2020	March 31, 2020
February 20, 2019	March 31, 2020	May 12, 2020
April 3, 2019	May 12, 2020	June 23, 2020
May 15, 2019	June 23, 2020	August 18, 2020
July 10, 2019	August 18, 2020	September 29, 2020
August 21, 2019	September 29, 2020	November 10, 2020
October 2, 2019	November 10, 2020	December 23, 2020
November 11, 2019	December 23, 2020	February 16, 2021

TUITION AND FEES SCHEDULE

RESIDENTIAL PROGRAMS: *Note: Equipment/Supplies amount are subject to change*

Tuition is charged per academic year. Additional information regarding financing, payment method, and the cancellation and refund policies is described in the catalog.

Associate in Occupational Studies Program in Culinary Arts – Effective 10/1/18

90 Quarter Credits/1340 Clock Hours

Length of Program: 60 Weeks

Tuition and Fees:

Tuition:	\$ <u>30,260.00</u>
Equipment/Supplies (non-refundable):	\$ <u>450.00</u>
Coursepacks (non-refundable):	\$ <u>200.00</u>
Application fee (non-refundable):	\$ <u>0.00</u>
Total Cost of Program:	\$ <u>30,910.00</u>

Diploma Program in Culinary Arts – Effective 4/24/2018

44 Quarter Credits/745 Clock Hours

Length of Program: 30 Weeks

Tuition and Fees:

Tuition:	\$ <u>17,610.00</u>
Equipment/Supplies (non-refundable):	\$ <u>450.00</u>
Application fee (non-refundable):	\$ <u>0.00</u>
Total Cost of Program:	\$ <u>18,060.00</u>

Diploma Program in Pastry Arts – Effective 4/24/2018

46 Quarter Credits/903 Clock Hours

Length of Program: 32 Weeks

Tuition and Fees:

Tuition:	\$ <u>21,700.00</u>
Equipment/Supplies (non-refundable):	\$ <u>450.00</u>
Application fee (non-refundable):	\$ <u>0.00</u>
Total Cost of Program:	\$ <u>22,150.00</u>

DISTANCE LEARNING PROGRAMS (Online):

Diploma in Professional Pastry Arts – Effective May 2018

52 Quarter Credits/745 Clock Hours

Length of Program: 54 Weeks

Tuition and Fees:

Tuition: \$ 14,945.00

Application fee (non-refundable): \$ 25.00

Total Cost of Program: \$ **14,970.00**

Note: As textbooks are all delivered electronically, the cost of any books used in the program and available online to the students are included in the tuition cost. The cost of tuition also includes the toolkit and uniform.

Diploma in Culinary Arts and Operations – Effective 8/8/2018

59 Quarter Credits/890 Clock Hours

Length of Program: 60 Weeks

Tuition and Fees:

Tuition: \$ 17,745.00

Application fee (non-refundable): \$ 25.00

Technology fee (non-refundable): \$ 250.00

Total Cost of Program: \$ **18,020.00**

Note: As textbooks are all delivered electronically, the cost of any books used in the program and available online to the students are included in the tuition cost. The cost of tuition also includes the toolkit and uniform.

Diploma in Professional Culinary Arts – Effective 8/8/2018

44 Quarter Credits/740 Clock Hours

Length of Program: 54 Weeks

Tuition and Fees:

Tuition: \$ 13,620.00

Application fee (non-refundable): \$ 25.00

Technology fee (non-refundable): \$ 250.00

Total Cost of Program: \$ **13,895.00**

Note: As textbooks are all delivered electronically, the cost of any books used in the program and available online to the students are included in the tuition cost. The cost of tuition also includes the toolkit and uniform.

ADDITIONAL FEES:

Books/Tools/Equipment (Residential): Uniforms and tool kits as well as elected books for residential programs are issued at Orientation. A detailed listing (ISBN and other information) of textbooks required for residential programs are included in this addendum and may also be found on the Online Campus portal. Students electing to purchase textbooks at an additional cost from the institution will sign a separate textbook purchase agreement prior to matriculating into the program. Coursepacks will be accessible in the Online Campus for individual scheduled courses.

Residential Program Textbooks: Required textbooks must be purchased prior to the start of any course. Students may elect to purchase books from the institution after admission for an additional cost. Current textbooks and associated costs are included in the table below.

Book Information	Cost	Diploma Programs		AOS Program
		Culinary Arts	Pastry Arts	Culinary Arts
National Restaurant Association, ServSafe Manager. 7 th Edition. National Restaurant Association, 2017. ISBN# 9780134764238.	\$120	✓	✓	✓
Gisslen, Professional Cooking. 9 th Edition. Wiley, 2018. ISBN# 9781119399612	\$180	✓		✓
Gisslen, Professional Baking. 7 th Edition. Wiley, 2016. ISBN# 9781119373179	\$180		✓	
Dopson, L. 6 th Edition. Food & Beverage Cost Control. Wiley, 2015. ISBN# 9781118988497	\$130			✓
National Restaurant Association, Nutrition. 2 nd Edition. National Restaurant Association. 2013. ISBN# 9780132181631.	\$70			✓

Books/Tools/Equipment (Distance Learning): Before starting each program, students will be informed of all costs related to these items. Students enrolled at Auguste Escoffier School of Culinary Arts will pay actual shipping costs for program toolkits and uniforms mailed outside of the US. Shipping costs are nonrefundable and will be added to the student account. Students should contact their Admissions Representative if they have any questions about the toolkit or any other institutionally-provided materials. 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 responsible for having all required equipment and are encouraged to check the current supply list prior to beginning each course to ensure they have all needed materials.

Domestic shipping costs are included with the tuition cost and fees for the uniform and toolkit. Shipping costs for supplies outside of the US are the responsibility of the student and will be charged to the student account. Shipping costs that result from replacement of supplies not due to damage are the responsibility of the student and will be charged to the student account. All shipping costs are nonrefundable.

The current cost to replace program-related equipment for the distance learning programs is:

- Additional Chef Coat: \$30.00
- Additional Tool Kit: \$250.00

Distance Learning Program Textbooks: As textbooks are all delivered electronically, the cost of any books used in the program and available online to the students are included in the tuition cost.

Technology Fee: All students studying in the Culinary distance learning programs will be assessed a technology fee of \$250 to cover costs associated with the delivery of the program. This fee also includes a laptop issued by the school. Students may opt out of this fee.

International Student Services Fee: Students studying in the residential programs on a M1 Visa or international/nonresident students completing a distance learning program at Auguste Escoffier School of Culinary Arts that reside or have permanent residence outside of the United States will be subject to a \$150 non-refundable charge to cover processing fees associated with enrollment and continuing student services.

Retake Fees:

The following retake fees apply:

- \$35 to make up a class (for students enrolled in clock hour programs)
- \$35 to retake ServSafe Exam
- \$750 to retake any course (for residential courses)
- Distance Learning Courses:
 - \$500 to retake any practical/externship (CA/EX prefix) courses
 - \$100 to retake CE115
 - \$250 to retake any other core lecture (CE prefix) courses

The fees listed above are considered current and applicable to all students unless otherwise noted. Payment arrangements must be made with the business office at the time of the makeup class, ServSafe Exam and/or at the start of the retaken course.

CATALOG UPDATES:

Admissions Requirements – *Replaces section on Page 8 of the Catalog - Effective October 2, 2017*

- Must be a minimum of 16 years of age;
- Application for Admission
- AESCA Enrollment Agreement (inclusive of written permission of parent or guardian if under 18);
- Proof of High School Completion or Equivalent
 - High School Diploma
 - GED
 - Official College Transcript from a Completed Associate or Higher Degree Program
- State Approved Home School Certificate of Completion;
- Admissions Interview;
- Application Fee (see Catalog Addendum for current fee) or approved Fee Waiver and documentation*;
- FERPA Release Form.

* Application fee waivers are available for students previously attending another Escoffier school or Escoffier program, Active and Honorably Discharged Military Personnel and their spouses or dependents, employees of approved educational partners, those with high school-issued waivers where applicable (distance learning) or high school students enrolling in the residential programs.

International Students – *Addition to Section on Page 8 of the Catalog*

Auguste Escoffier School of Culinary Arts is certified by the Student Exchange Visitor Program (SEVP) to offer the M-1 visa for our residential programs.

Admissions Process – *Addition to Page 9 of the Catalog*

Students interested in enrolling in the institution should contact the Admissions Office to complete an application. An Admissions Representative will contact the student to explore the aptitude for success in the program. Students that enroll will be required to complete an Enrollment Agreement and are subject to fulfilling the Admissions Requirements and completing an orientation in order to fully matriculate as an active student. Enrollments may be accepted up to the date of the start if all admissions requirements can be met. Standard practice for the institution is not to accept late enrollments. The admissions process is non-discriminatory and all students follow the same process.

Distance Learning Program Trial Period - *Replaces section on Page 11 of the Catalog – Effective November 2018*

The first four weeks of any courses taken in a student's first block constitute the trial period for any distance learning programs. After signing an Enrollment Agreement and up through the first four weeks of the distance education program, a student is considered to be conditionally enrolled. Students will be eligible to become unconditionally enrolled and matriculate to active status with the institution after meeting academic progress requirements in all registered courses during the first four weeks of classes. Academic progress requirements include earning a grade of 60% or better in any registered course by the end of the trial period. The institutional attendance policy remains in effect throughout the trial period and any student that violates the attendance policy during the trial period will be cancelled.

Students who decide not to continue after the trial period may declare their intention to cease attendance with no further financial obligation prior to the start of the fifth week of the block. Any student that cancels or is cancelled during the trial period will not receive any credit or permanent transcript record of any courses started during the trial period. Refund of any prepaid tuition and

fees is subject to the Institutional Refund Policy. The institution reserves the right to cancel any student not meeting attendance or academic progress requirements during the trial period.

Students who do not actively communicate their intent to cease attending their program prior to the start of the fifth week of the first block of classes, at which point the trial period ends, will be financially responsible for all associated course charges.

Satisfactory Academic Progress:

Effect of Transfer Credit and Change of Program on SAP – Addition on Page 19 of the Catalog: Effective April 2017

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation. However, this credit has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. When a student elects to change a program or enroll in an additional program or higher credential at Auguste Escoffier School of Culinary Arts, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations.

Appeals, Probation, and Reestablishing Eligibility – Replaces section on Page 19 of the Catalog: Effective April 2017

If a student is dismissed from the institution for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Executive Chef. 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 Academic and Financial Aid Probation (SAP Probation) and will be required to agree to and sign an academic plan that states the particular benchmarks that must be achieved to regain Satisfactory Academic Progress by the next evaluation point.

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. A student will continue to be eligible for financial aid assistance while on SAP Probation. If a student continues to fail to meet SAP, the student will be dismissed. If at any point, it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

An academic plan, if warranted by a successful appeal, will outline the measures that may be taken to regain Satisfactory Academic Progress. The plan may require a student to retake courses in a prescribed sequence, participate in advising sessions with the Executive Chef or

appointed academic resource, and meet specific grade or progress requirements. A copy of the student’s academic plan will be retained in the student record and reviewed at the midpoint and end of the evaluation period. A student, who fails to regain SAP according to the terms of their academic plan, will be ineligible for any additional financial aid and be dismissed from the institution at the end of the evaluation period.

**Satisfactory Academic Progress Table – Replaces SAP Table on Page 18 of the Catalog:
Effective August 2018**

Programs		Maximum Timeframe
Culinary Arts (AOS)		135 credits
Culinary Arts and Operations (Diploma)		88 credits
Escoffier Online Culinary Arts Fundamentals (Certificate)		78 credits
Professional Pastry Arts (Diploma)		66 credits
Culinary Arts (Diploma)		66 credits
Professional Culinary Arts (Diploma)		69 credits
Pastry Arts (Diploma)		69 credits
Credits Attempted	ROP	CGPA
1 - max allowed credits	67%	2.0

Program Details – Addition of a New Residential Program on Page 25 of the Catalog:

Associate of Occupational Studies Degree in Culinary Arts – Effective August 2018

The 60-week Associate of Occupational Studies (AOS) Degree in Culinary Arts Program was developed to provide the practical, as well as theoretical foundations essential for success in the foodservice and hospitality industry. The program was developed in response to student and employer demands. Students who earn the AOS degree credential are prepared to enter the industry with skills necessary to be employed in restaurants, hotels, catering companies, and a variety of other foodservice establishments. Examples of some job titles for graduates include: Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Baker, Roundsman, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example: Sous Chef or Executive Chef). The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. AESCA does not guarantee employment or salary.

The competencies to be mastered in this program deliver a comprehensive knowledge of foodservice preparation, operations, and management. Students study the culinary basics and advance to regional and world cuisine. The Farm-to-Table® Experience course provides an opportunity for students to work with local farmers and ranchers to discover and participate in delivering food from the farm to the customer. An industry externship is required to gain functional knowledge by working in an approved food service establishment. Culinary theory courses address specific subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level.

Courses include technical writing for the hospitality industry, nutrition, math & accounting. In addition, communication, entrepreneurship and history from the culinary perspective are addressed.

The program is made up of 10 six-week blocks organized into 5 twelve-week quarters. Classes are held Monday – Friday.

Quarter	Block	Course Number -- Course	Classroom Clock Hours (Lecture)	Kitchen Clock Hours (Lab)	Externship Clock Hours	Total Clock Hours	Quarter Credit Hours
1	1	CU101 – Culinary Foundations	75	70	0	145	11
	2	*CE135 – Restaurant Operations	100	0	0	100	10
2	3	*GE110 – Business & Professional Communications	50	0	0	50	5
		*GE140 – World History & Culture from the Culinary Perspective	50	0	0	50	5
	4	CU122 – Culinary Arts and Patisserie	45	100	0	145	9
3	5	*GE130 – Foodservice Math and Accounting	50	0	0	50	5
		*GE120 – Technical Writing for the Hospitality Industry	50	0	0	50	5
	6	CU132 – World Cuisines	45	100	0	145	9
4	7	*GE150 – The Science of Nutrition	50	0	0	50	5
		*CE160 – Culinary Entrepreneurship	50	0	0	50	5
	8	CU220 – Farm to Table® Experience	35	110	0	145	9
5	9	CU290 – Culinary Industry Externship I	9	0	171	180	6
	10	CU295 – Culinary Industry Externship II	9	0	171	180	6
Program Totals			618	380	342	1340	90

* Demotes General Education or Core Lecture

Students will receive an Associate of Occupational Studies degree in Culinary Arts when the following have been met:

- Completion of the required 90 quarter credits with a minimum CGPA of 2.0
- Completion of a minimum of 80% of the 1340 scheduled hours.
- Completion of all required externship hours

Diploma in Culinary Arts – 44 quarter credits – 760 hours - 30 weeks – *Effective April 2018*

The 30-week Diploma in Culinary Arts is designed to produce competent professionals for potential employment at entry-level positions. These positions are available in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

Students spend much of their time learning to prepare dishes through actual practice. They strengthen their talents at food preparation using classical and universal cooking methods and learn to prepare items in quantity. The Auguste Escoffier School of Culinary Arts emphasizes menu planning, portion size, quality standards, employee training and food cost control. Purchasing, selection and storage of foods and the use of leftover food to minimize waste are also covered. Students also study sanitation, hotel and restaurant safety, and public health rules for handling food.

The program is made up of five 6-week blocks over two and a half quarters. Classes are held Monday – Friday.

Quarter	Block	Course Number -- Course	Classroom Clock Hours (Lecture)	Kitchen Clock Hours (Lab)	Externship Clock Hours	Total Clock Hours	Quarter Credit Hours
1	1	CU101 – Culinary Foundations	75	70	0	145	11
	2	CU120 – Culinary Arts	45	100	0	145	9
2	3	CU130 – Regional Cuisine	45	100	0	145	9
	4	CU220 – Farm to Table® Experience	35	110	0	145	9
3 (6 weeks)	5	CU290 – Culinary Industry Externship I	9	0	171	180	6
Program Totals			209	380	171	760	44

Students will receive a Diploma in Culinary Arts when the following have been met:

- Completion of the required 44 quarter credit hours,
- Completion of 171 hours of industry externship, and
- Achieve an enrollment cumulative grade point average of 2.0

Program Details – Addition of a New Distance Learning Program on Page 21 of the Catalog:

Diploma in Culinary Arts and Operations – 59 Quarter Credits/890 Clock Hours – Effective August 2018

Program Description:

The diploma program in Culinary Arts and Operations 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 Auguste Escoffier School of Culinary Arts 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 and twelve-week courses over 54 weeks and a six-week externship. Courses are accessed through the Online Campus LMS 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 Diploma in Culinary Arts and Operations when the following have been met:

- Completion of 59 quarter credit hours
- Completion of the 160-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

Quarter (12 weeks each)	Block (6 weeks each)	Course Number -- Course	Hours				Quarter Credit Hours
			Classroom (Lecture)	Kitchen (Lab)	EXT	Total Clock Hours	
1	1	CE115 – Introduction to Computers and Online Learning	10	0	0	10	1
	1 & 2	CU101 – Culinary Foundations	75	70	0	145	11
	2	CE127 – Culinary Career Planning and Preparation	30	0	0	30	3
2	3	CE167 – Purchasing and Cost Control	30	0	0	30	3
	3 & 4	CU122 – Culinary Arts and Patisserie	45	100	0	145	9
3	5 & 6	CU132 – World Cuisines	45	100	0	145	9
4	7	CE187 – Menu Design and Management	30	0	0	30	3
	7 & 8	CU222 – The Farm to Table Kitchen	35	110	0	145	9
5	9	CE160 – Culinary Entrepreneurship	50	0	0	50	5
	10	CU292 – Culinary Industry Externship I	10	0	150	160	6

Diploma Program in Professional Pastry Arts - 52 quarter credits – 745 hours - 54 weeks – Effective May 2018

The Diploma in Professional Pastry Arts Program 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. Auguste Escoffier School of Culinary Arts emphasizes not only baking but also professional skills. Hands-on practical assignments in the curriculum allow students to practice a wide variety of classical and modern baking and pastry methods and techniques that help prepare students for entry-level positions in a professional kitchen. In addition, students learn the theory behind these techniques that promotes a deeper understanding of the science of baking and patisserie. From this understanding, students learn to bake a variety of items or prepare desserts without directions, recipes, or rote procedures. As students hone their skills, they develop their palate and learn how to understand taste and comprehensively analyze flavors. The professional skills covered in the curriculum include menu planning, sourcing, sustainability, management, employee training, safety and sanitation, and food cost control. This part of the curriculum offers students an introduction to business skills required to maintain a profitable foodservice establishment.

The program is made up of six-week and twelve-week courses organized into four twelve-week terms (48 weeks) and a six-week externship. Each course offers 6 distance learning lessons. 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 program concludes with an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

Quarter (12 weeks each)	Block (6 weeks each)	Course Number -- Course	Clock Hours				Quarter Credit Hours
			Classroom (Lecture)	Kitchen (Lab)	EXT	Total Hours	
1	1	CE115 – Introduction to Computers and Online Learning	10	0	0	10	1
	1 & 2	BK101 – Pastry and Baking Concepts and Foundations	45	40	0	85	6
	2	CE125 – Culinary Careers from Entry Level to Management	30	0	0	30	3
2	3	CE185 – Management by Menu	30	0	0	30	3
	3 & 4	BK161 - Artisan Baking	45	40	0	85	6
	4	CE165 – Food and Beverage Cost Control	30	0	0	30	3
3	5	CE155 – Facility Layout and Design	30	0	0	30	3
	5 & 6	BK201 – Contemporary Pastry Arts	45	40	0	85	6
	6	CE225 – Entrepreneurship	30	0	0	30	3
4	7	BK141 – Confiserie and Frozen Desserts	45	40	0	85	6
	8	BK121 – Patisserie	45	40	0	85	6
N/A	9 (6 weeks)	EX201– Industry Externship for Pastry Arts	10	0	150	160	6
Program Totals			395	200	150	745	52

Students will be awarded the credential of Diploma in the Professional Pastry Arts Program when the following graduation requirements have been met:

- Completion of 52 quarter credit hours
- Completion of 150 externship hours
- A minimum cumulative grade point average of 2.0

COURSE DESCRIPTIONS

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

BK = Pastry Arts CE = Culinary Education CU = Culinary Arts E = Externship

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.

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

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;

Total Contact Hours: 10;

Total Quarter Credit Hours: 1

Prerequisite: None

CE125 - Culinary Careers from Entry Level to Management/ CE127 – Culinary Career Planning and Preparation

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;

Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE135 – Restaurant Operations

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

This course explores different types of menus (including both food menus and beverage menus) and their applications. Aspects of menu planning and design, ranging from visual design to price analysis to making use of available resources are covered.

The menu is both a financial tool and a communication tool, and students learn about its uses as both. Students are introduced 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. This course covers such topics as business planning, pricing, credit management, government regulation, and legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final project for this course, the student will complete and present a business plan for a foodservice operation.

Theory (Lecture) Hours: 50;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

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;

Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE160 – Culinary Entrepreneurship

This course is a culmination course in entrepreneurship. This course covers such topics as business planning, pricing, credit management, government regulation, legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final project for this course, the student will complete and present a business plan for a food service operation.

Theory (Lecture) Hours: 50;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: CE127, CE167, and CE187 or CE135

CE165 - Food and Beverage Cost Control/

CE167 – Purchasing and Cost Control

Three out of five foodservice operations 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 purchasing, receiving, inventory management and menu pricing. 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 storeroom operations, inventory, portion control, as purchased and edible portions, ingredient conversions, and recipe costing.

Theory (Lecture) Hours: 30;

Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE185 - Management by Menu/

CE187 – Menu Design and Management

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;

Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE225 - Entrepreneurship

CE225 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;

Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CU101 - Culinary Foundations

The Culinary Foundations class begins with course work concentrating on food safety and sanitation in the professional kitchen. The class focuses on the importance of proper hygiene, food handling, food storage, cleaning, pest control and HACCP in a food service operation are explored. Students taking the residential delivery of the course are administered the ServSafe exam.

Additionally, the historical background of the culinary arts profession is studied, and students will gain an introduction to the professional kitchen by tracing the origin of classical cuisine and gaining an overview of the development of modern foodservice. Students also start to become acquainted with tools, utensils, and equipment and discuss kitchen layout.

Basic cooking techniques, culinary terminology, equipment operation, the use and effect of heat, and seasoning principles are taught in this course. This course also includes fundamental knife skills, cutting techniques, and the concept of mise en place. Conversion methods and standard measurements, as well as yield cost analysis; portion sizing and food costing are covered.

Theory (Lecture) Hours: 75; Lab Hours: 70;

Total Contact Hours: 145;

Total Quarter Credit Hours: 11

Prerequisite: None

CU120 - Culinary Arts

CU122 - Culinary Arts and Patisserie

In the Culinary Arts and Patisserie course, students build upon the foundations taught in Culinary Foundations. The course begins with an overview of breakfast cookery including classical American breakfast items such as egg cookery, quick breads, muffins, biscuits and breakfast meats.

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.

Charcuterie and Garde Manger are also covered in this course. Classic charcuterie includes items such as pâtés and terrines, and Garde Manger will cover buffet presentations and the preparation of hot and cold hors d'oeuvres.

Theory (Lecture) Hours: 45; Lab Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU130 - Regional Cuisines

CU132 – World Cuisines

In this course, students will take an in-depth look at a variety of cuisines from around the world. Students will take a global journey by studying the classical cuisines of France and Italy, and exploring 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: 100;

Total Contact Hours: 145

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU220 – Farm to Table® Experience

CU222 - The Farm to Table Kitchen

This course provides the students with a hands-on experience on a working farm/ranch or vineyard/orchard. The Instructor conducts the lecture and lab activities to coincide with the harvested item(s) for a catered event executed by the students on-site. Students in the residential delivery of the course, under the direction of a Farmer/Rancher collect or harvest foods and/or proteins for the students' lab activities.

This class also focuses on the ever-growing relationship between the chef and the farm/factory/ranch. This course will result in a daily lab menu production of selected 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: 35; Lab Hours: 110;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU290 – Culinary Industry Externship I

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.

Theory (Lecture) Hours: 9; Externship Hours: 171;

Total Contact Hours: 180

Total Quarter Credit Hours: 6

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

CU292 – Culinary Industry Externship I

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.

Theory (Lecture) Hours: 10; Externship Hours: 150;

Total Contact Hours: 160

Total Quarter Credit Hours: 6

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

CU295 – Culinary Industry Externship II

This course provides additional opportunities for real life experiences in an operational restaurant or related business and builds on the skills and techniques covered in previous courses.

Theory (Lecture) Hours: 9; Externship Hours: 171;

Total Contact Hours: 180

Total Quarter Credit Hours: 6

Prerequisite: CU601 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef.

EX201 – Industry Externship for Pastry Arts

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.

Theory (Lecture) Hours: 10; Externship Hours: 150

Total Contact Hours: 160;

Total Quarter Credit Hours: 6

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

***GE110 – Business & Professional Communications**

The Business & Professional Communications course emphasizes the principles and practical application of effective professional communication behaviors within professional, business, and organizational contexts. In addition to identifying the importance of effective communication skills to the hospitality industry, communication styles and effective listening methods are addressed.

Students will create and present oral presentations including cooking demonstrations, and special occasion speaking. Listening skills, verbal and nonverbal communication, conflict resolution, cultural differences in communication, and debate techniques are also covered.

Theory (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE120 – Technical Writing for the Hospitality Industry**

Technical Writing for the Hospitality Industry, prepares students to write in the hospitality and foodservice professions. In a professional setting, writing provides readers information they need in a format they can understand.

Unlike most academic writing, in which students demonstrate their learning to a professor who already knows the subject, in technical communication the writer is the expert, and the readers are the learners. In the hospitality and foodservice industries, students and professionals write a variety of documents for supervisors, colleagues, and customers such as explaining a problem or product, preparing a proposal, or illustrating a project. This course teaches students to adapt their writing to different audiences and purposes.

This course outlines strategies for making subjects clear to readers who need to understand them. To communicate effectively with an audience, writing must meet rigorous editing standards, in addition to writing in a clear, concise style and presenting information logically.

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE130 – Foodservice Math & Accounting**

Foodservice Math & Accounting introduces students to managerial accounting concepts and explains their applications to specific operations within the hospitality industry. Emphasis is placed on how to administer accounting procedures to minimize costs and maintain a full range of customer services.

After summary of the fundamentals of culinary math, an overview of basic business accounting transactions is covered including asset/liability accounts such as accounts receivable and payable, ledgers, balance sheets, payroll and financial statements.

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE140 – World History & Culture from the Culinary Perspective**

Throughout history, food has done more than just provide nourishment. From prehistoric times to the present day, food and the pursuit of it has had a transformative role in human history. Food has impacted societal organization, industrial development, military conflict, and economic expansion. As epicure and gastronome, Jean-Anthelme Brillat-Savarin stated, “Gastronomy governs the whole of human man.” In addition, food also serves a role in the cultural development of religion, economics, and politics. This course examines the role of food and its contribution and influence over history, culture, religion, economics, and politics. Food customs and attitudes are also explored, as well as, the social awareness selected food patterns and customs.

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: none

***GE150 – The Science of Nutrition**

In the Science of Nutrition course, the basic principles of nutrition are investigated. Emphasis is placed on the nutrients, food sources, and their utilization in the body for growth and health throughout life. Contemporary and global nutritional issues are also discussed.

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: none

Facilities, Supplies, and Equipment - Addition to Page 32 of the Catalog – April 2018

Residential courses are offered in Boulder at the main campus building at 637 S. Broadway Street – Suite H and surrounding suites.

Final Course Grade Dispute - Policy – Addition to the Catalog – April 2018

Auguste Escoffier School of Culinary Arts has an expectation of all instructors to evaluate each student's work and to assign a grade which is a fair and valid measure of the student's achievement of stated outcomes in each course. If this expectation is not fulfilled, a student may dispute a final course grade as long as the student is able to demonstrate that the grade assigned was a result of a clerical or tabulation error, subjectivity, other improper or arbitrary conditions. In all cases, the dispute must be initiated within 30 calendar days after the end date of the course, should be initiated with the course instructor (or Chef Evaluator for distance learning students), and should follow procedural protocol as defined on the Online Campus.

AUGUSTE ESCOPIER SCHOOL OF CULINARY ARTS INSTITUTIONAL DISCLOSURES – DISTANCE LEARNING

The following information indicates the required disclosure information per Section 1095.200 of the Illinois Administrative Code for the reporting period as specified:

Institutional Disclosures Reporting Table for Illinois Board of Higher Education Reporting Period: July 1, 2016 - June 30, 2017

DISCLOSURE REPORTING CATEGORY	<i>Escoffier Online Culinary Arts Fundamentals</i>
A) For each program of study, report:	
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	227
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:	
a) New starts	560
b) Re-enrollments	0
c) Transfers into the program from other programs at the school	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	787
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	
a) Transferred out of the program or course and into another program or course at the school	0
b) Completed or graduated from a program or course of instruction	151
c) Withdrew from the school	206
d) Are still enrolled	430
5) The number of students enrolled in the program or course of instruction who were:	
a) Placed in their field of study	62
b) Placed in a related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	13
e) Not employed	N/A
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	14
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$17.25

*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

In the event that the school fails to meet the minimum standards, that school shall be placed on probation. If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.