

SAN DIEGO CULINARY INSTITUTE

8024 La Mesa Blvd.

La Mesa, CA 91942

619-644-2100

619-644-2106 fax

2012 CATALOG

Effective August 2012

Offering

**Diplôme Professionnel du Commis de Cuisine
Diplôme Professionnel du Boulangerie et de la Pâtisserie**

**U.S. Navy Contract Training
Consumer and Corporate Team Building Classes**

VIB; APPROVED FOR THE TRAINING OF VETERANS AND ELIGIBLE PERSONS UNDER TITLE 38

The information in this catalog and its supplements pertains to classes
for the 2011 – 2012 School Year

Revised November 2011

The terms "Commis", "Commis Method", and "Commis Culinary" are all trademarks of the San Diego Culinary Institute, Inc.

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About the San Diego Culinary Institute

We at the San Diego Culinary Institute (SDCI) have chosen a unique approach to education. You will find this approach defined in the following Mission Statement and present in everything we do, in every member of our staff, and the way in which we approach culinary education.

First, in order to best serve our students' future careers, we focus our attention on meeting the needs of their future *employers*.

By serving first the Employer over our Students, we better prepare the men and women that train with us for the rigors they will face in their careers and we ensure that the graduates of our programs enter the workforce both well-qualified for their profession and prepared to establish and follow the course of a long and successful career in the Culinary Arts.

Second, the San Diego Culinary Institute is not for everyone. Only the student willing to accept the challenges inherent in a rigorous program of education and willing to meet the highest standards of comportment, professionalism, and performance can thrive in our institution. The successful SDCI student understands how to form a partnership in education between instructor and student.

MISSION STATEMENT

To serve the employment needs of the Culinary World by preparing graduates of our programs with superior culinary skills and the qualities of:

pride in their art,
respect for their profession, and
a commitment to not only succeed in, but to also advance the craft of cooking.

We select only those candidates that thrive on the daily rigors that any culinary graduate should expect to face as a part of a successful culinary career. And we commit ourselves to mentor each and every student that we do admit to our programs, using any resource we may have at hand or must develop

to guide every one of them through the gauntlet of the educational process,
to lay with them the foundation for their lifelong journey in the Culinary Arts, and ultimately,
to develop in them not only the skills to succeed, but also the talent to become innovators of the craft.

HISTORY AND OWNERSHIP

San Diego Culinary Institute Inc. was founded in August 2000 by Harold and Lili Meyberg. It is a family-owned for-profit corporation. Since Harold Meyberg's death in 2004, the owners and governing Board Members are Lili Meyberg, CEO/Secretary, and her son, David Badagliacca, President/CFO.

The San Diego Culinary Institute opened its doors with a single Chef Instructor, offering only the 352-hour Culinary Arts Certificate Program. In 2002, SDCI added the Baking and Pastry Program and, in

2006, introduced the Commis™ de Cuisine Diploma Program. Since that time, we have doubled our classroom space and expanded our staff of Chef Instructors to six. Over 700 students have graduated from our various programs and have gone on to admirable success, many as Chefs and Executive Chefs in well-regarded hotels, resorts, and restaurants all over the world.

Since August 2008, SDCI has been institutionally accredited by the Accrediting Council for Continuing Education & Training (ACCET).

ABOUT ACCREDITATION AND ACCET

The Accrediting Council for Continuing Education & Training (ACCET) is a voluntary group of educational organizations affiliated for the purpose of improving continuing education and training. Through its support of an independent Accrediting Commission, the ACCET membership promulgates and sustains the Standards for Accreditation along with policies and procedures that measure and ensure educational standards of quality. ACCET is recognized for this purpose by the U.S. Secretary of Education and, accordingly, is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution and program(s) offered, and to encourage continual improvement thereof. Accreditation is the process by which the ACCET Accrediting Commission grants public recognition to an educational institution which has voluntarily submitted to an evaluative comparison with established qualifications and standards, both upon initial application and periodically thereafter. ACCET's function is focused upon educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices within their programs.

The four major components of this on-going process are:

- (1) the development and implementation of institutional and program goals and objectives that focus upon a continuing education mission,
- (2) a comprehensive, analytic self-evaluation review and report by the institution,
- (3) an on-site professional peer review to evaluate the adequacy and accuracy of the self-evaluation, and
- (4) an independent review and decision by the Accrediting Commission as an assessment of the institution's commitment to and compliance with ACCET standards, policies and procedures.

For more information on ACCET, its history, mission, and policies and procedures, please visit:

www.accet.org

GENERAL INFORMATION

This catalog contains the latest information concerning San Diego Culinary Institute programs prior to publication. Although no major changes are anticipated, the school reserves the right to withdraw, modify or add to the courses and programs it offers at any time. All course offerings are subject to enrollment requirements. Information regarding faculty, tuition, and academic calendars are published in this catalog or updated and provided as an addendum to the catalog.

General Information

DISCLOSURE STATEMENTS

San Diego Culinary Institute (SDCI) is located and all classes, other than externships and occasional field trips, will meet at

8024 La Mesa Blvd.,
La Mesa, California, 91942.

Externships will be held at a private restaurant, hotel, resort, catering company, or other commercial kitchen approved by SDCI and mutually acceptable to the student. For more information on the Externship processes and procedures, please consult those sections of this catalog referring to Externship. Questions may also be referred to your Admissions Advisor or the school Program Director.

For further information on the programs offered by SDCI, please consult those sections of this catalog under "Program Information."

SDCI is licensed by the Bureau for Private Postsecondary and Vocational Education (BPPE) pursuant to California Education code Section 94311 and extended to October 2011 per Article 2 of the California Private Postsecondary Education Act of 2009 as a private educational institution with a valid approval to operate as of June 30, 2007. Licensing by the BPPE certifies that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions.

SDCI is accredited by the Accrediting Council for Continuing Education & Training (ACCET). For more information on accreditation, see "About Accreditation and ACCET" in this catalog.

Policy and Program Changes

San Diego Culinary Institute reserves the right to make changes in organizational structure, policy and procedures, in equipment, materials,

and school calendar as circumstances dictate. The school may, from time to time, make minor modifications in curriculum, as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog and its supplements.

Catalog and Fact Sheet Review

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-7720
Fax: (916) 263-1897
Web site: www.bppve.ca.gov
E-mail: bppve@dca.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppve.ca.gov

GOVERNING BODY

The governing board consists of the owners, Lili Meyberg, CEO/Secretary, and David Badagliacca, President/CFO.

APPROVED PROGRAMS

San Diego Culinary Institute is approved to offer the following programs and classes:

- Diplôme Professionnel du Commis de Cuisine
- Diplôme Professionnel du Boulangerie et de la Pâtisserie
- US Navy Contract Training
- Consumer and Corporate Team Building Classes

LOCATION AND FACILITIES

The physical facilities of the San Diego Culinary Institute encompasses approximately 9,500 square feet located in the La Mesa Springs Shopping Center, La Mesa, California. The school was specifically designed as a culinary school. There are four complete kitchen classrooms accommodating up to 16 students in each. Two central kitchens provide additional equipment, such as convection ovens, a rotating rack oven, gas-fired stove tops and other cooking equipment.

In the kitchen classrooms, each student cooking station features an induction cooking unit, professional mixers, food processors as well as all types of equipment used in professional kitchens. Three classrooms are specifically designed for culinary classes and one for baking and pastry. There is a resource center/lecture classroom that houses a growing library of reference materials, including: books, videos and magazines. As many as 50 students can attend lecture classes in this room.

The SDCI facility can accommodate 114 students working simultaneously in 4 kitchen classrooms and one lecture room. It is important to underscore that our classrooms provide each student with his/her own cooking surface. There is no waiting for a turn to use a stove, maximizing the student's hands on experience.

Instructional delivery takes place on the SDCI campus except for Externship and any field trips.

EQUAL OPPORTUNITY

San Diego Culinary Institute is committed to providing equal opportunities in its activities and in its educational programs. Therefore, no San Diego Culinary Institute student or employee, nor any applicant for enrollment or for employment, shall be unlawfully subjected to discrimination on the basis of ethnic group, religion, age, gender, color, sexual orientation, marital status, or physical or mental disability.

San Diego Culinary Institute policies and procedures strengthen and guarantee equal opportunity. Specifically, San Diego Culinary Institute does the following:

- Systematically reviews its policies to preclude the possibility of discrimination because of race, color, sex, age, religion, national origin, marital status or other non-merit factors.
- Makes every effort to provide leadership for the communities it serves, protect human rights, and assure equal opportunity.
- Maintains the policy that every course, course section and class, wherever offered, shall be open to enrollment and participation by any person who has been admitted to San Diego Culinary Institute and who meets the established prerequisites.

VACCINATIONS POLICY

SDCI does not have a vaccinations policy.

DIVERSITY

San Diego Culinary Institute recognizes and appreciates the diversity of our staff and our students. Because of the nature of our society, the school recognizes that it might at times have

to allow exceptions to its rules and regulations out of respect for our individual differences.

edaley@sdcinc.com

TITLE IX NOTICE OF NONDISCRIMINATION

San Diego Culinary Institute does not discriminate on the basis of sex in its education programs and activities. Title IX requires it not to discriminate in such a manner. Prohibited sex discrimination includes both sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to the San Diego Culinary Institute Title IX coordinator or to the Office of Civil Rights.

Sexual harassment includes unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

The Title IX coordinator for San Diego Culinary Institute is:

Elisa Daley

Director of Business Affairs

San Diego Culinary Institute

8024 La Mesa Blvd

La Mesa, CA 91942

619-644-2100

STUDENTS WITH SPECIAL NEEDS

SDCI stands ready to make reasonable accommodation for all qualified students with special needs. Planning for such needs can sometimes take time, so we recommend that you make an appointment to discuss your specific needs with the Program Director as early as possible in your decision process about applying at our school.

If you have any sort of a disability, which might include any learning disabilities; any limitations to your eyesight, hearing, or other senses; limitations to your motor skills; if you suffer from any sort of a food allergy or other physical or mental disability requiring special accommodation, you must make note of such condition on your application to the San Diego Culinary Institute and inform the Program Director as early in the admissions process as possible in order to maximize the time available to explore any accommodations you may require.

ENGLISH PROFICIENCY

San Diego Culinary Institute does not provide English-as-a-Second-Language instruction. Students are required to speak, comprehend, read and write English. All courses are taught in English and all textbooks and teaching materials are only available in the English language.

CLOCK HOUR DEFINITION

For Financial Aid and other purposes, the San Diego Culinary Institute defines itself as 'clock hour' school — rather than defining its instruction by quarter or semester hours. Each clock hour of training at SDCI is 60 minutes of classroom or lab instruction or 60 minutes of Externship training.

In this catalog, you will find conversion information to quarter credit hours. This is provided for informational purposes only.

HOUSING ASSISTANCE

San Diego Culinary Institute does not provide dormitory housing or formal housing assistance. Although the school is not responsible for assisting students in finding housing, the Student Services Department and Admissions Department staff will address issues of housing and transportation. The student is responsible for the signing of his/her lease, payment of all deposits, monthly lease payments and utilities, if required. The school does not assume responsibility for student housing.

SCHOOL HOLIDAYS

San Diego Culinary Institute observes and is closed on the following holidays and breaks:

- New Year's Day
- President's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Break (the school is closed the week between Christmas Day and New Years Day)

HOURS OF OPERATION

SDCI Office Hours:

M – Th	8 am to 7 pm
F	8 am to 5 pm

The facilities are open for classes:

M – Th	7 am to 10:30 pm
F	7 am to 5 pm

(evening classes occasionally meet on Fridays until 10:30 pm)

CLASS SIZE

San Diego Culinary Institute limits the size of lab classes to 16 students. While no kitchen lab course will exceed 16 students, lecture classes may include as many as 50 students.

MAXIMUM STUDENT/TEACHER RATIO

Practical Lab Classes	16:1
Theory Lecture Classes	50:1

DRESS CODE

The professional Chef's uniform stems from a long, proud tradition. The San Diego Culinary Institute is dedicated to upholding these traditions as well as promoting work ethics and professionalism in both attitude and appearance in the kitchen.

SDCI supplies all students of the *Cuisine* and *Pâtisserie/Boulangerie* programs with a uniform. Students must wear this uniform at all times while in the kitchen/classroom and must at all times follow the grooming policy, while on campus as well as while representing the school off campus, such as at volunteer events or competitions. While in lecture classes or on school-sponsored field trips, we expect you to appear in business-appropriate attire.

Your Admissions Advisor will review the Uniform and Grooming policies with you carefully during the admissions process and will provide you with a written copy of the policy in effect at that time.

In addition, while applying for admission to the San Diego Culinary Institute, we expect all applicants to appear campus in appropriate, business-like attire. We expect applicants to treat each visit to the campus as a job interview, and to appear dressed in a professional manner. After all, as you apply for admission to SDCI you take the next step in advancing your prospective culinary career.

If you do not meet the standard, we will send you home to change. Inappropriate attire in the

application process could be a reason for denying your application for admission to our school.

We take grooming and attire very seriously at SDCI. This is a professional pursuit and could affect the rest of your life. You should take it seriously, too.

VOLUNTEER WORK

SDCI participates in many community activities that provide students an opportunity to learn. Students are required to participate in such programs. The participation in these activities is not intended to produce hardship but to develop a student's skills. In the past, such programs have enabled our students to work with renowned chefs such as Jacques Pepin, Emeril, Martin Yan, Wolfgang Puck, as well as on Food TV productions.

ADMINISTRATION

CEO	Lili Meyberg
President	David Badagliacca
Program Director/ Senior Executive Chef	Larry Lewis
Financial Assistance	Jaycee Bagtas
Bookkeeping	Elizabeth Daley
Administrative Assistant	Peter Hamill

INSTITUTIONAL AFFILIATIONS

SDCI is a member in good standing with the following professional organizations:

- Better Business Bureau
- San Diego Conventions & Visitors Bureau
- Greater San Diego Chamber of Commerce
- International Association of Culinary Professionals (IACP)
- Food and Beverage Association of San Diego
- California Restaurant Association
- Association for Hotel and Motel Management
- American Culinary Federation
- National Restaurant Association

...among many, many others

San Diego Culinary Institute also has relationships with restaurants, hotels, resorts and country clubs in San Diego, throughout the US and overseas.

Policies and Procedures

ADMISSION POLICIES AND PROCEDURES

ADMISSIONS OFFICE

San Diego Culinary Institute Admissions Office is located at:

8024 La Mesa Blvd.
La Mesa, CA 91942
Telephone: (619) 644- 2100
Fax: (619) 644-2106

Web Site: www.sdci-inc.com
E-mail: info@sdci-inc.com

In order to ensure that the San Diego Culinary Institute continues to meet and maintain its rich tradition of educating future chefs in the fine art of food preparation, every student we admit into any of our programs must meet the high standards of excellence we have established for enrollment. As such, all prospective SDCI students must meet the following requirements:

ALL APPLICANTS MUST BE A MINIMUM OF 16 YEARS OF AGE

Documentation that verifies age must be submitted.

CAMPUS TOUR AND INTERVIEW WITH ADMISSIONS ADVISOR

Prospective students must tour the facility and have a personal interview with a school representative.

ENROLLMENT APPLICATION AND APPLICATION FEE

Enrollment Applications are available during your appointment. The application fee is \$75 and it is non-refundable. It covers the cost of processing your application and student loan

documents (if applicable) and all of the administrative costs associated with enrollment.

CLASS SIT-IN

Prospective students must “sit-in” on a lab class, interact with our Chef Instructors, students, and Staff, and better acquaint themselves with the school. Please make an appointment.

SUBMISSION OF REQUIRED DOCUMENTATION

- High School Diploma/GED or other equivalent
- College transcripts, if you attended college; if not, High School transcripts from the school that conferred your diploma to you
- Two (2) letters of Recommendation
- Current Resume

ENTRANCE EXAMINATION

All students must pass a Wonderlic verbal and quantitative exam with a score of 200 or better for verbal and 210 or better for quantitative.

CHEF’S INTERVIEW

Prospective students must meet with the Program Director/Senior Executive Chef to discuss the student’s goals, motivation, expectations and aspirations in the culinary profession. This interview provides the prospective student the opportunity to ask specific questions regarding the program and the profession as a whole.

This interview also affords the SDCI staff an opportunity to evaluate each prospective student’s commitment to the SDCI program of training as well as to the culinary industry as a whole.

SDCI only accepts those students that successfully demonstrate their passion, their

commitment — both to the academic demands of the program as well as for the industry as a whole, and their ability to perform.

STATEMENT OF PURPOSE

This is a one-page essay wherein the prospective student describes those factors that lead him or her to apply for admission to SDCI's program of study.

Please consult the enrollment materials for a more detailed description of the documents required for admission to SDCI.

TUITION PAYMENT ARRANGEMENTS

Your Admissions Advisor will introduce you to our student relations officer who will work closely with you to work out your financial arrangements for tuition. We have student loan programs available, including Federal Financial Aid (for those who qualify), VA programs for military veterans and their dependents, as well as private loan and grant options. In addition, SDCI offers convenient, interest-free installment plans.

TRANSFER OF CREDIT POLICY

TRANSFER OF CREDITS TO SDCI

The San Diego Culinary Institute diploma programs are based on specific standards of technical performance, palate development, classic methodology and food chemistry. Therefore, courses taken at other culinary schools may not be transferable. Likewise, courses taken at SDCI may not be transferable to other institutions.

If a current or prospective student feels that coursework they have taken at another culinary institute should be considered as applicable to the coursework at the San Diego Culinary Institute and wish to petition for transferability of credits, the individual requesting the review must demonstrate the following:

- A statement by the applicant explaining why the coursework is applicable and the reason it should be considered.
- The coursework and/or class must have been taken at an accredited culinary institute.
- An official transcript must be submitted, showing the course title, percent of course completed, numeric and letter grade for the course.
- The applicant must have earned an "A" or 4.0 in the course to be considered for transfer.
- The applicant must have demonstrated perfect attendance in the course to be considered for transfer.
- A school catalog must be submitted from the institute where the course was taken.
- A course syllabus must be submitted.
- A complete description of the course must be provided to include:
 - o Contact hours for the course
 - o Lab/lecture hours for the course
 - o Learning objectives
 - o Technical skills covered

These requirements and all associated documents must be submitted to the Program Director in a comprehensive proposal packaged for review no less than thirty (30) days prior to the first day of class. If any of the above mentioned requirements are not provided or met, the request for transfer of credits will not be considered. The Program Director will review the submission, evaluate the course and related material, compare it with the program and standards at the San Diego Culinary Institute and discuss his/her findings with the Institute's President. A decision will be made by both the Institute's President and the Program Director. This decision is final and cannot be appealed.

The decision as to the transferability of credits will be issued to the applicant within 10 business days. If the credits are accepted for transfer, the

portion of tuition directly related to the course work being transferred will be adjusted and deducted from the total cost of the program.

Veteran's applying for entrance to SDCI will have their prior coursework evaluated according to Federal requirements. Speak to your Admissions Representative for further information.

SDCI will maintain a written record of the previous education and training of veterans and eligible persons, the record will clearly indicate that credit has been granted, if appropriate, and the student will be notified accordingly of SDCI's decision as to the transferability of credits.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

San Diego Culinary Institute will provide each student prior to enrollment a catalog that contains program outlines and course descriptions that can be provided to another Institution to use for evaluation of credits earned at San Diego Culinary Institute. Upon request in accordance to the Tuition and Fees policy an official transcript and a duplicate catalog may be obtained to provide the institution where the request for transfer credit has been submitted.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the San Diego Culinary Institute is at the complete discretion of an institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending

SDCI to determine if your credits or diploma will transfer.

ATTENDANCE SCHEDULES

FULL TIME ATTENDANCE

The San Diego Culinary Institute requires the full time *Diplôme Professionnel du Commis™ de Cuisine* students to attend on a three day per week schedule. Classes are held Monday/ Wednesday/ Friday, 8:00 am to 5:00 pm.

The *Diplôme Professionnel du Boulangerie et de la Pâtisserie* class is only available on a full-time basis. All students enrolled in the *Diplôme Professionnel du Boulangerie et de la Pâtisserie* are full time students and attend classes 5 days/week, 8 hours/day, 40 hours/week.

The pace of the SDCI Courses is intense but allows the student time for homework, skills practice, and a job. This schedule has been very successful for students wanting to get into the job market as quickly as possible.

PART-TIME ATTENDANCE

Students accepted in the *Diplôme Professionnel du Commis™ de Cuisine* may also attend on a part time schedule. For students desiring a part-time program, we offer:

1. Eight hours per day, 8am to 5:00pm, Tuesday and Thursday; or
2. Four hours per night, 6pm to 10pm, Monday through Thursday.

Obviously the part-time schedule extends the total time required to complete the Program.

All *Commis de Cuisine* students must attend a 64-hour Food and Beverage Management seminar near or at the end of the schedule. This course is normally given over a two week period, for eight hours a day, five days per week, between the hours of 8:00 am and 5:00 pm ***for all students, regardless of their regular schedule.***

Occasionally, due to holiday scheduling or other quirks of the calendar, a class may be scheduled on a day other than those on the regular schedule. When such is the case, you will find that day specified on the Declaration of Study document that every student receives as part of the enrollment process. **The Declaration of Study is a part of the Enrollment Agreement and an addendum to this catalog. It specifies the hours of the Program in which they have enrolled and any class-days that may fall outside their normal schedule. You will find your exact schedule in the Declaration of Study.**

CHANGING SCHEDULES

A student may transfer from their original schedule to another in order to accommodate personal needs. There may be fees charged for a change of schedule. The fees may be waived upon approval of the President of San Diego Culinary Institute.

ATTENDANCE/TARDY POLICY

Attendance in all classes is mandatory. If a student misses a class, it is that student's responsibility to arrange to take a make-up class. All students must make up any Course section that he or she may miss, without regard to the reason for missing the Course section. Until a student makes up the missing time, he or she will receive a grade of "Incomplete" for the missing section and, as a result, for the Course as a whole.

All students are required to give advance notice of an absence or tardy to the school—without exception—via fax or a telephone call to the Attendance Hotline. If a student does not notify the Institute prior to an absence it will be considered a "No Call/No Show". No Call/No Show absences are always considered unexcused.

Unexcused Absences are subject to the fees found in this Catalog under the sections entitled

Tuition and Fees for the *Diplôme Professionnel du Commis™ de Cuisine Diploma Program* and Fees for the *Diplôme Professionnel du Boulangerie et de la Pâtisserie*.

If a student misses more than three classes consecutively without contacting SDCI or a single No Call/No Show without subsequent communication within 14 calendar days of the absence, that student shall be subject to immediate involuntary withdrawal from the Program as of the date of the fourth consecutive absence. **If there is communication between the student and the school and the reasons for the absences are legitimate, then arrangements can be made for make-up classes then the student remains enrolled in good standing. The key is communicating with the school so that we are made aware of any exigent circumstances.**

ATTENDANCE HOTLINE

The San Diego Culinary Institute maintains a Attendance Hotline: whenever a student finds that he or she will miss a Course or will for any reason be Tardy, that student must call the Attendance Hotline and leave a message concerning the absence or tardiness. Failure to do so will subject the student to a No Call/No Show for the absence and to the consequences as described in this Catalog.

Attendance Hotline: 619/644-2107

It may not be sufficient to speak with a staff member concerning the absence or tardy. When in doubt, call the Hotline to ensure your credit for the required communication.

TARDINESS

A student is required to telephone the school on the Attendance Hotline if he/she expects to be late for class. If a student arrives after the scheduled class start time, the student is considered "Late". Attendance and timeliness are indications of professionalism, an attribute

that is critical to a student's career. Absences and tardiness will affect a student's education and for this reason, tardiness will negatively affect your grade for the Course section.

Grade Deductions for Tardiness

1 to 10 minutes late: 2 point deduction from the day's professionalism score; 10% deduction from the day's performance score.

11 to 20 minutes late: 4 point deduction from the day's professionalism score; 20% deduction from the day's performance score.

21 to 30 minutes late: 6 point deduction from the day's professionalism score; 30% deduction from the day's performance score.

If a student is more than 30 minutes late, he or she will be considered absent for the day for purposes of grading and conformance to the attendance policy, and will be required to perform make up for the entire session.

Excused Absences

Absences due to personal illness, an "Act of God", the death of an immediate family member, legal action (subpoena or the equivalent), or a traffic accident may be considered an "Excused Absence".

For an absence to be considered excused, supporting documentation (such as a doctor's note) must be provided to verify the reason for the absence. In order for an absence to be considered excused, the student must provide written documentation that the reason for the absence meets the criteria described in the preceding paragraph, or may petition to the President with a letter describing the reason for the absence, why the absence should be considered excused, and with other documentation supporting the petition. The decision to waive fees is in the President's sole discretion.

A "No Call/No Show" absence, regardless of the reason, will not be considered an excused absence. In the case of an accident or similar emergency, the student should instruct a member of the family to call the school. Professionalism is an important part of your education at SDCI and good communication concerning your absences and occasional tardiness is an important part of how you demonstrate your professionalism to the school and future employers.

A student may have a maximum of three (3) excused absences over the course of your program of study at SDCI.

Grade Deductions for Absences

Excused Absence: Results in a 50% deduction from the professionalism grade for the day, a 50% reduction in the performance grade for the day, and a reduction of ½ a letter grade for the entire course. A maximum of 80% of the performance score for the missed day when the session(s) are made up. No fees for making up the session(s).

Undocumented Absences and No Call/No Shows – "Unexcused Absences": Any absence for reasons other than stated under "Excused Absences", absences that cannot be supported by acceptable documentation and "No Call/No Shows" are considered unexcused and are subject to the fees found in this Catalog under the sections entitled "Other Fees." Any absence will affect a student's educational continuity but an "Unexcused Absence" will affect the student's grades as well:

Unexcused – "Called": results in a 100% deduction from both the professionalism grade and the performance grade for the day which cannot be raised. In addition, the student's letter grade for the entire course will be reduced by one whole letter grade.

Make-up fees will be applied for making up the session(s)

Unexcused – “No Call/No Show”: results in a 100% deduction from both the professionalism grade and the performance grade for the day which cannot be raised. In addition, the student’s letter grade for the entire course will be reduced by two whole letter grades.

ATTENDANCE PROBATION

A student that fails to meet the requirements of the Attendance Policy shall be subject to Probation for attendance reasons. See the section below entitled, “Probation,” for further details.

A student will be placed on probation under any of the following circumstances:

- Any “No call/No show”
- A student that misses more than 25% of a Course with unexcused absences.
- If a student is tardy four times in any Course.
- A fifth excused absence over the course of the entire program.
- A third unexcused absence over the course of the entire program.

CLASS MAKE-UP POLICY

If a student has missed a Course session(s), it is the responsibility of that student to schedule a make-up class with the academic office. The student must make up each course section missed, according to the Attendance Policy, as described above.

All missed classes must be successfully made up within 30 calendar days of the absence, or prior to the end of the subsequent Course in the Course Sequence, whichever may come first. A schedule of make-up class sessions is posted on the Student Information Boards and can be requested from the Program Director or in the academic office. Any student not successfully completing a missed class session(s) within the required timeframe will be required to retake

the entire Course and subject to the Probation policy.

MAKE UP PROJECTS

A student in good standing — not on probation and current with all financial agreements — may substitute a make-up project for a missed class under the following circumstances:

- A student may not make up a “no call/no show” with a make up project.
- A student may make up a maximum of three missed days in any two consecutive courses with a project.
- A student may make up a maximum of five missed days over the course of the entire program with a project.

RESCHEDULING CLASSES

A student that must retake a class session is subject to a course rescheduling fee.

Scheduling of make ups, whether an 8-hour (daytime) class session, a 4-hour (evening) class session, or rescheduling of an entire Course, is subject to space and schedule availability. You may request a schedule of Make up Days from the Program Director or the academic office. Students that must make up an entire course must join a regularly scheduled course in progress on a space available basis.

If a student is re-taking a class session(s) or a test which has caused the student’s grade to be an “Incomplete” or fall below “C” or 2.0 (see Satisfactory Academic Progress Policy), the grade the student has earned as a result of the make-up will replace the previous, unacceptable grade in the student’s records and transcript, according to the grading policy and the policy for make up courses.

MAXIMUM TIME ALLOWED FOR PROGRAM COMPLETION AND MAKE-UP

Students of the *Commis de Cuisine* or the *Boulangerie et Pâtisserie* Programs must complete their programs within a maximum time frame as per national standards.

For this reason, those students with course work to make up, must do so within 1 and a half times (150%) the scheduled calendar length of the program. The maximum time frames are defined here below:

Diplôme Professionnel du Commis de Cuisine

Full-time: 51 weeks Maximum / 1,308 hours

Part-time: 68 weeks maximum / 1,308 hours

Diplôme Professionnel du Boulangerie et de la Pâtisserie

Full-time: 51 weeks Maximum / 1,785 hours

During the time of enrollment, information on all students' qualitative and quantitative academic progress is available in Students Records at the San Diego Culinary Institute location.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All San Diego Culinary Institute students must meet two (2) Standards of Academic Progress (SAP), Qualitative and Quantitative:

DEFINITION OF TERMS

For clarity, the term "Program" describes a sequence of Courses leading to a diploma or certificate at the San Diego Culinary Institute, such as the *Diplôme Professionnel du Commis de Cuisine* or the *Diplôme Professionnel du Boulangerie et de la Pâtisserie*.

The term "Course" describes one of the individual Course sections that, taken together, comprise the Program, such as "Cuisine I" or "Cakes, Pies, and Tarts".

QUALITATIVE MEASURE

The San Diego Culinary Institute maintains a Pass to Progress policy: in general, a student must successfully pass each Course in the program to progress to the next Course in the sequence.

Students must earn a letter grade of at least a "C" in each Course section and maintain a 2.0 GPA among all Courses. A student that fails to meet these required minimum grades must retake the Course in which he or she earned less than a "C" and will immediately be placed on Retake Status. A student that must retake a Course for this reason will be subject to the fees as described in this catalog.

A student on Retake Status must satisfactorily retake the makeup classes within 30 days and must earn a grade of "C" or better (and raise his or her GPA above 2.0). A student on his or her **first** Retake Status is eligible to continue to receive Financial Aid, provided he or she continues to meet all other SAP and must successfully satisfy all the terms of Retake Status within the required time limit.

Should a student on his or her first Retake Status fail to successfully meet the terms of Retake Status as described in this catalog (see the section entitled "Retake Status" below), he or she may go on a second Retake Status; however, a student on his or her **second** Retake Status will **not** be eligible for Financial Aid.

Should a student on his or her second Retake Status fail to successfully meet the terms of Retake Status, his or her enrollment at SDCI will be involuntarily terminated for failure to meet minimum academic standards.

Once the academic office at SDCI notifies a student that he or she has been placed on Retake Status, he or she must immediately report to the Program Director to reschedule the Course in question. Rescheduling is made on a space available basis and is subject to the fees

found in this Catalog. The Course must be made up prior to graduation in accordance with the Institute's make-up policy or graduation will be postponed.

In the case of the Safety/Sanitation and HAACP Course, the rules governing Satisfactory Academic Progress are slightly different: because SDCI does not score the exam each student must take and pass to successfully pass this Course and we do not immediately receive the scores on these exams, a student that fails to achieve a passing score is not placed on Retake Status; however, a student that fails to achieve a passing score on the exam, as established by the National Restaurant Association (NRA, the organization that designs and scores the exam in question) must retake the Safety/Sanitation Course and successfully pass the exam within 30 days of receiving notification of failing to achieve a passing grade in the Course. Normally SDCI receives the scores on this exam within about two weeks of submitting the scorecards to the NRA and SDCI notifies students of their scores shortly thereafter. Students that must retake this exam are subject to an additional fee. Please see the section of this catalog entitled, "Other Fees." A student will not receive a Certificate for this Course if the required test is not passed successfully.

QUANTITATIVE MEASURE

In addition to meeting the above-described Qualitative Measures of Satisfactory Academic Progress, every student at SDCI must also meet the minimum Quantitative Measure of Satisfactory Academic Progress.

To successfully pass any given Course in the Program, each student must attend at least 90% of the *scheduled class hours* on a cumulative basis of that Course and must then make up any missed hours. A student that fails, *for any reason*, to attend at least 90% of the Course

hours *as scheduled*, must retake that Course in its entirety. This is because a student that misses more than 10% of the Course sequence cannot possibly master the material in that Course to the level expected by either the school or the employers that hire its graduates.

In addition to meeting the 90% cumulative minimum, to receive a passing grade in a given Course, each student must ALSO make up, hour for hour, any class in the Course he or she may miss. A student that misses any 4-hour portion of a Course will receive a grade of "Incomplete" until that student makes up the missing time.

It is the student's responsibility to arrange to take a make-up class. Students must successfully complete the required Course work of the program in which they are enrolled with a minimum 2.0 GPA and within one and one-half times the length of the program in calendar time, i.e., number of weeks (exclusive of leaves of absence and withdrawals).

Students that fail to make up missing Courses on a timely basis may find themselves in academic jeopardy and not meeting the Standards of Satisfactory Academic Progress.

STUDENTS WITH INCOMPLETE COURSEWORK WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES UNTIL THE COURSE SECTION HAS BEEN MADE UP WITH A PASSING GRADE. (See "Make-up" policy). This includes both the requirement to make up any given Course or Course day for either Qualitative or Quantitative reasons.

SAP REVIEWS

Students are evaluated for both measures of Satisfactory Academic Progress—qualitative and quantitative—at the scheduled end of each payment period (450 scheduled clock hours) and at the scheduled end of the program. Students must be meeting both standards, a 2.0 GPA and

a 90% cumulative attendance rate, in order to be maintaining Satisfactory Academic Progress. A student who is not meeting the SAP requirements will be placed on Warning status for one payment period.

At the conclusion of the Warning period, the student will again be evaluated for SAP status. A student who is not meeting the SAP standards after the Warning period becomes ineligible for financial aid. To regain aid eligibility after this point, the student must appeal in accordance with the policy described below.

APPEAL PROCESS

A student who loses aid eligibility due to failure to maintain Satisfactory Academic Progress may appeal the status. To do so, the student must submit a written appeal of the loss of financial aid eligibility within five (5) calendar days of receiving the notice of financial aid termination. This appeal should be addressed to the Director of Financial Aid. The appeal must be accompanied by documentation of the situation, event(s), or circumstances that prevented the student from attaining Satisfactory Academic Progress. Generally, only extraordinary circumstances are considered, such as the severe illness of the student or an immediate family member. The Director of Financial Aid and Program Director will examine all appeals. The student will be sent their written decision within five (5) days of the school's receipt of the appeal. The school's decision will be final. If the appeal is granted, a student previously receiving financial aid will regain financial aid eligibility on a Probation status. The student must regain SAP status after the Probation period or will again lose financial aid eligibility.

The student's appeal must address the following:

- 1) The basis for the appeal—the reason why the student failed to meet the SAP standard(s) AND
 - 2) What has changed in the student's situation so that he or she will now be able meet the SAP standards.
- Students are limited to one appeal during the course of their education at SDCI.

MAXIMUM TIMEFRAME

All students are limited to one and one-half times the length of the program in calendar time, i.e., number of weeks (exclusive of leaves of absence and withdrawals) to complete the program. SDCI will not accept appeals of the Maximum Timeframe requirement.

Diplôme Professionnel du Commis de Cuisine

Program Length	Maximum Timeframe
MWF Day Schedule 34 weeks	51weeks
TTh Day Schedule 46 weeks	69 weeks
M-Th PM Schedule 46 weeks	69 weeks

Diplôme Professionnel du Boulangerie et de la Pâtisserie

Program Length	Maximum Timeframe
M-Th Day Schedule 34 weeks	51weeks

PROBATION

A student that fails to meet either the standards of Satisfactory Academic Progress or attendance standards will be placed on Probation.

- The probation period will be in effect for 30 days or until the completion of the following Course, whichever is less, at which point the student must make up any course work as required by the Program Director in the Terms of Probation and must raise his or her GPA above the required 2.0.
- If a student fails to meet the terms of his or her probation within the probationary period, he or she will be placed on a second probation for an additional 30 days or until the completion of the next class, whichever is less. If the student fails to meet the terms of his or her probation within the second Probation period, that student will then be involuntarily withdrawn from the Program.
- While on probation, a student must demonstrate perfect attendance.
- A student may only be on Academic Probation 2 times throughout their education at the San Diego Culinary Institute.
- A student on his or her first probation will continue to be eligible to receive Financial Aid. A student on his or her second probation will no longer be eligible to receive Financial Aid, regardless of the reason for probation (whether for Academic or Attendance reasons).

3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.0	D-	60-62
0.0	F	59 and below

*A student must receive 100 percent of the possible points in order to receive an A+ in the Course for *Safety & Sanitation* and *HACCP*.

For classes other than *Safety & Sanitation* and *HACCP*:

Grade Point	Letter Grade	Percentage
4.0	A+	97-100
4.0	A	93-96
3.7	A-	90-92
3.3	B+	88-89
3.0	B	85-87
2.7	B-	82-84
2.3	C+	77-81
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.0	D-	60-62
0.0	F	59 and below

Final grades are posted on the bulletin board upon completion of the Course. They are posted by student number which is assigned to students upon enrollment.

Pass/Fail Grades

Pass/Fail Grades are only used for Externship. For purposes of calculating GPA a grade of Pass in Externship will be considered an "A".

GRADING SCALE AND POLICIES

For use with *Safety & Sanitation* and *HACCP* only

Grade Point	Letter Grade	Percentage
4.0	A+*	100
4.0	A	93-99
3.7	A-	90-92
3.3	B+	87-89

DISMISSAL POLICIES

TERMINATION OF ENROLLMENT

Attendance at San Diego Culinary Institute requires that students take a mature and responsible attitude toward attendance, homework, completion of projects and respect of fellow students and faculty. Our purpose is to provide students with a culinary education, not to administer discipline. Therefore, the San Diego Culinary Institute reserves the right to dismiss any student whose conduct, attendance or lack of attention is detrimental to the progress of other students.

Student enrollment may be terminated by the following causes:

1. Drug or alcohol abuse.
2. Violation of Student Code of Conduct.
3. Failure to meet SDCI standards of Satisfactory Academic Progress.
4. Failure to meet SDCI standards of attendance, including missing three class meetings in a row without communication or missing even a single class meeting without communication for 14 calendar days.
5. Failure to comply with Leave of Absence Policy.
6. Illegal appropriation of school property.
7. Any form of dishonesty intended to falsify test or grade results.
8. Other causes not stated but that clearly violate SDCI's Student Code of Conduct, including repeated failure to meet the SDCI uniform policy, or failure to meet any other school policy.
9. The use of any type of abusive or threatening language or the display of any type of threatening behavior towards another student, an SDCI staff member, an SDCI instructor, or a third party in any way connected with attendance at SDCI.
10. Cell phones must be turned off. Cell phone use, except on breaks, or with special

permission from the Program Director, will not be tolerated.

11. Possession of firearms or concealed weapons on San Diego Culinary Institute property.
12. Failure to pay tuition on time. This includes payments to SDCI and/or payments due on loans administered by 3rd parties.
13. Students are expected to meet these policies and standards of behavior at any time when the student is in the uniform of the San Diego Culinary Institute, whether while attending class or on any other occasion that may require a student's appearance in uniform.

STUDENT CODE OF CONDUCT

San Diego Culinary Institute reserves the right to exclude from classes any student whose conduct is detrimental to their progress or to the progress of other students. A student may be permanently dismissed from San Diego Culinary Institute at the discretion of the President or CEO for any serious incident, disruptive behavior, repeated behavior which obstructs or interferes with San Diego Culinary Institute's fulfillment of its educational mission.

COPYRIGHT INFRINGEMENT POLICY

San Diego Culinary Institute's are all required to adhere to the institution's copyright policies, a complete version of which can be found in the enrollment agreement.

Among the educational materials provided to you by SDCI, will be your program curriculum, which includes all tests, lectures, and teachers' notes. These works are the copyrighted property of the San Diego Culinary Institute, Inc. and are entitled to the full protection of the US copyright laws.

SDCI retains sole ownership of these materials and has the exclusive rights to reproduce, prepare derivative works, distribute copies,

perform and publicly display these materials as provided by the U.S. Copyright Act, 17 U.S.C. § 106.

Students are permitted to use the Work solely in connection with the educational and academic purposes of the Program for the duration of the Program Term and may retain for Students' sole use those portions of the Work provided to the Students prior to and during the Program Term following completion of the Program by the Students. **Students shall not reproduce, distribute, prepare derivative works, perform or display the Work at any time** without the express, written authorization of Author.

In other words, as a student of SDCI, you will have the right to use the teaching materials that we give to you to further your education, but you will not have the right to give them to anyone else or to use them for any purpose other than your education. For more information on SDCI's Proprietary Information Policy, please consult our Proprietary Information Agreement, which is provided to you as a part of your enrollment agreement.

DRUGS, ALCOHOL AND SUBSTANCE ABUSE

San Diego Culinary Institute maintains a policy of zero tolerance to student use of drugs or alcohol before or during class time on or near the school premises. Any student that appears intoxicated or behaves in a manner that indicates intoxication may be dismissed from class for the remainder of the session. A review of the student's conduct and condition leading to their dismissal will be made by the Program Director at which point a determination of the student's future at SDCI will be made.

STUDENT GRIEVANCE POLICY

San Diego Culinary Institute encourages students to bring all suggestions, complaints or grievances about school-related issues to the school's attention. A student may present a

grievance or appeal a decision made by the San Diego Culinary Institute through the below complaint and dispute resolution procedures. The San Diego Culinary Institute will investigate all complaints or grievances fully within 10 business days.

A "grievance" is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or San Diego Culinary Institute staff.

Grievances may include misapplication of San Diego Culinary Institute policies, rules, regulations and procedures; unfair treatment such as coercion, reprisal, harassment or intimidation by an instructor or other San Diego Culinary Institute employee; or discrimination because of ethnic group, religion, age, gender, color, sexual orientation, marital status, or physical or mental disability.

Step One

If the grievance is related to a class, a student shall first bring the grievance to the attention of the instructor, who is responsible to investigate and attempt to resolve the grievance and communicate a decision to the student within ten (10) working days.

Step Two

If the student is dissatisfied with the action taken by the instructor, the student may then ask for an appointment with the Program Director. The Program Director will investigate and review the grievance, discuss it with the President and CEO as well as both parties. A decision will be handed down at a joint meeting with the parties involved within one week. A decision from the President or CEO will be considered final.

Policies Pertaining to Grievances

The San Diego Culinary Institute will receive information submitted by a student concerning a

grievance in strict confidence. All involved members will discuss a grievance only with individuals directly involved and those involved with processing the grievance.

The President of the San Diego Culinary Institute is the Grievance Officer charged with ensuring that these policies and procedures are enforced when investigating complaints.

Decisions on grievances will be neither precedent-setting nor binding, upon future grievances, unless they are officially adopted as policy.

APPEAL PROCESS

The student may submit a written appeal of a dismissal or probationary status within five calendar days of receipt of the decision. The appeal should be addressed to the President and must be accompanied by documentation of the mitigating circumstances surrounding the dismissal or probationary status. Only extraordinary circumstances will be considered.

The President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements or waive the probationary status based upon the documentation submitted. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the President is final.

If you have any complaints, questions, or problems that you cannot work out with the school after filing your grievance and appeal as described above, you may pursue one of two additional avenues: contact ACCET, SDCI's accrediting body, or the California Department of Consumer Affairs.

ACCET

See the ACCET web site for information on how to file a complaint:

Email: complaints@accet.org

Website: www.accet.org

or call for more information:

Phone: (202) 955-1113

Fax: (202) 955-1118 or

(202) 955-5306

CA Dept Consumer Affairs Complaint Procedure

Log on to the California Department of Consumer Affairs website at www.dca.ca.gov/consumer/complaints.shtml and follow the procedures.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as an approved absence from the San Diego Culinary Institute for an approved period of time which cannot exceed 50% of the scheduled program length. A formal, written request for a LOA must be submitted to the Institute, stating the reason for the LOA, the length of time requested and the expected return date.

Students must see the Admissions Office and complete a Leave of Absence Request form prior to taking the LOA. In the event a student cannot come into the school to obtain the LOA form, it may be requested by phone. In this case, the form will be e-mailed to the student who must fill out any required information, sign the form and fax it back to the Institute with a letter requesting the LOA. Students must specify a date of return not to exceed the maximum allowable time. Students who do not comply with these regulations will be dismissed from SDCI.

The Program Director will evaluate the LOA request and schedule the return date based upon the availability of classes, the student's current schedule and the Institute's attendance/SAP policies.

The following are acceptable reasons for requesting a Leave of Absence:

1. Personal illness or illness of a close family member.
2. Death in the family
3. Personal disaster
4. Families subject to the Family and Medical Leave Act (FMLA)

The President, prior to granting the leave, must approve all requests for leaves of absence.

A Leave of Absence may affect your student loan or eligibility for Financial Aid. Please consult with your lender for more information on the requirements of your loan.

DIPLOME PROFESSIONNEL DU COMMIS DE CUISINE

Full-time students may request a leave of absence for up to 17 business weeks. Part-time students may request a leave of absence for up to 23 business weeks. A student on a leave of absence will not be subject to changes in fees while on an approved leave.

DIPLOME PROFESSIONNEL DU BOULANGERIE ET DE LA PÂTISSERIE

Students may request a leave of absence for up to 17 business weeks. A student on a leave of absence will not be subject to changes in fees while on an approved leave.

All students on a leave of absence must notify the Admissions Office, in writing, two (2) weeks or more prior to the intended date of return. Returns are on a space-available basis.

When returning from a Leave of Absence for medical reason, the student must provide an original, signed document from a physician stating that the condition will no longer affect the student's ability to return to school.

If a student takes an LOA in the middle of a Course section, the student must retake the entire Course and pay applicable fees.

READMISSION POLICY

Students who have voluntarily withdrawn from either the *Diplôme Professionnel du Commis de Cuisine* or the *Diplôme Professionnel du Boulangerie et de la Pâtisserie* may apply to be readmitted to their program of study by following the "Readmission Policy" guidelines.

The applicant must be in good financial standing with the San Diego Culinary Institute and any other financial lending institution, directly related to the tuition at the Institute.

The applicant must submit a letter, stating the reason for the withdrawal from the program and what changes have been made to ensure the completion of their education without further interruption.

The applicant must follow and comply with the Institute's enrollment/application process as though they are a new student to include the application for a loan (if applicable), the submission of all required documents and an interview with the Program Director.

The applicant's documentation and notes from the interview will be reviewed by the San Diego Culinary Institute Admissions Committee. A decision will be made by the committee to the disposition of the application and the ability for the applicant to be readmitted into the program. The date the applicant will begin classes is based upon class schedules, schedule requested by the applicant (part-time day, part-time evening or full-time day) and space availability.

If a student has been asked to leave or dismissed from the program for any reason, the applicant must petition the Institute and ask to be readmitted. This applicant must write a letter to the Institute's President, requesting a review of their records and give a thorough explanation of the issues that led to their dismissal and a

statement detailing what measures have been taken by the applicant to ensure that the issues which led to their dismissal are not apt to occur again.

The Institute's President has the final decision for readmitting a student who has been withdrawn or dismissed from any program.

If an applicant was on Probation at the time of withdrawal they will be readmitted after all requirements are met and be placed back on Probation in compliance with the Institute's Probationary policy.

Once an applicant, who has been out of classes at SDCI for less than 12 months, has been readmitted, their file and transcripts have been reviewed and they have met all of the requirements under the policy to readmit students, all credits for coursework that had been satisfactorily completed will be applied to the applicant's new transcript. The tuition the applicant had paid for the coursework that had been completed and accepted will be credited to the applicants account and deducted from the cost of tuition. In the event a tuition increase has occurred since the applicant attended classes, the applicant will pay the new tuition price for all classes ensuing classes.

Tuition and Fees

DIPLÔME PROFESSIONNEL DU COMMIS DE CUISINE

Application Fee	\$	75.00*
Registration Fee		100.00*
Student Tuition Refund Fund (STRF) Fee		55.00*
Tuition		21,548.00
Student Supply Kit (before taxes)		1,502.30
Sales Tax (at 8.5%, on Supply Kit)		<u>127.70</u>
Total	\$	23,408.00

DIPLÔME PROFESSIONNEL DU BOULANGERIE ET DE LA PÂTISSERIE

Application Fee	\$	75.00*
Registration Fee		100.00*
Student Tuition Refund Fund (STRF) Fee		45.00*
Tuition		19,205.00
Student Supply Kit (before taxes)		917.05
Sales Tax (at 8.5%, on Supply Kit)		<u>77.95</u>
Total	\$	20,420.00

*Non-refundable/VA Students pay only a \$10.00 application fee.

OTHER FEES

Withdrawal Fee	\$75.00
Re-enrollment Fee	\$75.00
Make-up Lab fee (per 8-hour session)	\$250.00
Make-up Lab fee (per 4-hour session)	\$125.00
Returned Check Fee	\$75.00
Official Transcripts (after two free copies)	\$10.00
Printed Student Catalog (first copy free)	\$7.50
Late Payment Fee	\$75.00

You may be excused from certain fees in the event of a medical excuse, a death in your immediate family, or verification of a personal disaster such as a fire in your home.

FINANCING/PAYMENT POLICIES

Students are ultimately responsible for making tuition payments. Payment of tuition must be completed prior to the end of the Program.

Tuition fees may be financed in a variety of ways. The Institute works with established financial lending institutions such as SLM Financial Corporation (a Sallie Mae company). We are approved to offer Federal Financial Aid and by the U.S. Department of Veteran's Affairs to accept the following educational assistance plans:

- Montgomery GI Bill. Since GI bill payments are sent directly to the student and not to the school, the student is responsible for making tuition payment arrangements with the school. Students can apply for financial aid, if eligible, private loan, or they can make payment arrangements to pay the tuition through private payments. In any case payment for tuition is expected prior to graduation.
- Post 9/11 GI Bill. The Post 9/11 GI Bill covers up to \$17,500 of a student's tuition if they are 100% eligible. It is the student's responsibility to make payment arrangements to cover the balance not covered by the Post 9/11 GI Bill.

Student Loans

If a student obtains a loan to pay for an educational program, whether from a public or private source such as SLM Financial or Federal Financial Aid, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid

from federal student financial aid program funds.

PAYMENT POLICIES

1. All tuition and fees are due and payable prior to the first class meeting. As a courtesy, Students that pay all or a portion of their fees directly to the school may arrange extended terms with the Financial Aid office.
2. A \$75 administrative fee (*\$10.00 for applicants seeking VA*) must accompany the application form. We will not process applications for student loans without this payment.
3. A \$500 reservation deposit is required upon acceptance into any Diploma Program. The \$500 deposit is refundable if the student cancels before midnight of the fifth business day after the first class attended.
4. No student may attend class prior to the payment of tuition or the acceptance of a payment plan. Payment plans must have the written approval of the President of SDCI.
5. A student may obtain an alternative loan from private lenders to cover the cost of tuition. Many times family members are willing to loan funds to students or co-sign loan applications.
6. Payment methods accepted are as follows: check, money order or credit card (Visa, MasterCard, Discover, and American Express).
7. **All notifications of cancellation must be received in writing.**
8. No reimbursement will be given for missed class sessions.
9. Tuition and fees are subject to change. Tuition changes do not affect currently enrolled students or those on an approved Leave of Absence. If a student withdraws and then re-applies then any tuition increases that have taken place will apply to the re-enrolling student.
10. Tuition increases will be effective only at the start of a new enrollment period.
11. Tuition and fee adjustments will be announced 30 days before they go into effect.
12. San Diego Culinary Institute reserves the right to dismiss any student who is more than five business days late in tuition and fee payments.
13. Payment arrangements must be finalized prior to the start of classes. All students are ultimately responsible for payment of tuition regardless of the source of funds i.e. student loans, Workforce Partnership, VA, etc.
14. Students who have not met their financial obligations prior to graduation will not graduate with their class and SDCI will withhold the Diploma until all obligations have been met.
15. In the event of cancellation of or withdrawal from enrollment (whether voluntary or involuntary) a portion (currently \$175) of the tuition charges are non-refundable and shall be retained by SDCI, in addition to other non-refundable fees and charges.

FINANCIAL AID

SDCI participates in the Federal Pell Grant and Federal Direct Loan programs that are made up of the Federal Direct Stafford Loan and Federal Direct PLUS Loan. All students who wish to apply for the financial aid programs must complete the FAFSA, using FAFSA on the Web (www.fafsa.ed.gov).

When students have completed the FAFSA, the institution receives the processed results via an electronic ISIR (Institutional Student Information Report). The ISIR contains the results of the federal database matches and the applicant's EFC (Expected Family Contribution). The institution uses this information to determine the student's aid eligibility for both the Federal

Pell Grant program and the Federal Direct Loan programs.

Students are awarded both Federal Pell Grants and student loans up to the amounts allowable under federal regulations and subject to the program requirements.

Students wishing assistance in applying for financial aid should contact the Director of Financial Aid. A full-time employee, he is available during regular business hours to meet with students, parents and applicants who have questions or concerns about financial aid or education financing in general.

GENERAL ELIGIBILITY CRITERIA

To be eligible for the federal financial aid programs, students must be:

- US citizens or eligible non-citizens
- Not in default or owe an overpayment of grant aid
- Registered with Selective Service, if required

Applicants must have a valid Social Security Number, not have been convicted for possession or sales of drugs while attending an eligible postsecondary institution and receiving federal financial aid, and have a high school diploma or recognized equivalent (GED or documentation of home-schooling). Students cannot have borrowed in excess of the annual or aggregate loan limits. The student must enroll as a regular student in an eligible program and make Satisfactory Academic Progress toward program completion in order to retain financial aid eligibility.

Parent applicants for PLUS loans must be US citizens or eligible non-citizens, possess valid Social Security Numbers and not be in default or owe an overpayment of grant aid.

DISBURSEMENT OF AID

Financial aid is disbursed in two disbursements, and funds are received electronically at the school and applied to the student's account. First disbursements of Pell Grant funds occur approximately two weeks after the start of classes. First disbursements of Federal student loans for first time loan recipients are scheduled no earlier than 30 calendar days after the start of classes; for all other recipients, the first loan disbursements should occur concurrently with Pell Grant disbursements. The second disbursements of all aid occur when the student achieves the midpoint of the program in both clock hours and weeks, provided the student is making Satisfactory Academic Progress.

In all cases, SDCI receives the funds and credits the student's account. If the posting of the federal financial aid creates a credit balance (total aid greater than charges), the student (or parent, in the case of a PLUS Loan) will be sent a check no later than 14 calendar days after the date the credit balance was created.

STUDENT LOANS

Eligible students can borrow federally guaranteed Stafford Loans up to the annual loan limits. Students can borrow up to the gross loan limits listed below, depending on loans received at prior institutions.

Dependent Students
\$5500*

Independent Students
\$9500*

*A maximum of \$3500 can be Subsidized Stafford Loans, meaning the federal government pays the interest while the student is in school or in an approved deferment status. Students must demonstrate need for Subsidized Stafford

Loans, defined as Cost of Attendance (COA) minus EFC minus other aid (EFA or Estimated Financial Aid). For Unsubsidized Stafford Loans, students must pay the interest while in school, or capitalize it. Capitalizing the interest adds it to the principal loan balance when the student enters repayment.

PLUS parent borrowers can borrow up to the COA less EFA. Repayment of PLUS loans begins when the loan is fully disbursed.

The interest rate on Stafford Loans is fixed, subject to annual adjustment. This information will be provided the student on their award notifications and in student loan counseling. The PLUS loan interest rate is fixed at 7.9%. Repayment of Stafford student loans is required, and begins six months after the student leaves school. Repayment is required whether or not the student has finished the program at SDCI, and regardless of the student's level of satisfaction with their training. Deferment of student loan repayment is available in certain situations, including a return to school at least half-time, unemployment and economic hardship. Borrowers should contact their loan servicers for more information.

Students who receive Stafford Loans are required to complete both entrance and exit loan counseling. Entrance counseling is required prior to disbursement of student loans, and can be completed online at www.studentloans.gov. Exit counseling must be completed prior to leaving school at www.nslds.ed.gov.

OTHER AID

Students who may be eligible for other types of aid, including Veteran's benefits, should contact the Financial Aid Office. The receipt of outside

aid (excluding Veteran's benefits) can impact the amount of federal financial aid eligibility.

DATABASE MATCHES

If a student or parent fails one or more of the database matches conducted when the student submits the FAFSA data, SDCI will contact the student by phone or email to notify him or her of the database match issue, and to discuss documentation that may resolve the issue. Financial aid cannot be awarded or disbursed until all database match issues are resolved.

VERIFICATION

Students selected for verification by the Central Processor are required to submit the required documents to SDCI before aid can be awarded or disbursed. Students who start classes without verification being completed will be required to establish other payment arrangements.

Verification is the process of checking the accuracy of certain data elements as submitted on the FAFSA. Generally, this information is adjusted gross income (AGI), federal income tax paid, other items from the US tax return, the number in the household and the number in college. SDCI will supply the student with the Verification Worksheet necessary to complete the verification process in most instances.

If corrections to the FAFSA data are necessary, SDCI will transmit them based on the information provided by the student and/or parent. Students will be notified of any award changes with a revised award notification. If a student is selected for verification after disbursement of aid but while still enrolled, SDCI will contact the student to provide the required documents. Aid may need to be adjusted or returned based on the verification results.

SDCI will refer overpayments of grant aid due to student or parent error to the US Department of Education.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain rights in applying for federal financial aid, including the right to know their financial aid awards, the terms of any loans, and the cost of attendance at the institution. A student's responsibilities include being accurate in applying for aid; prompt submission of any required documents; and repayment of student loans. More information can be found at www.studentaid.ed.gov, or in any of the financial aid guides published by the US Department of Education.

SCHOOL CONTACT

If you have questions or need assistance on your financial aid or institutional financing, please contact:

Jaycee Bagtas
Director of Financial
San Diego Culinary Institute
8024 La Mesa Blvd, La Mesa CA 91942
619-644-2100
jbagtas@sdcinc.com

CANCELLATION, WITHDRAWAL & REFUND POLICIES

STUDENTS' RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school

at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: San Diego Culinary Institute, Inc., 8024 La Mesa Blvd, La Mesa, CA 91942. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an enrollment fee not to exceed \$75.00, and less any deduction for student kit supplies not returned in their original condition, within 45 days after the cancellation is received. If the student supply kit or any of its component pieces have been used and are no longer in their original condition as received by the student from SDCI, the amount for the supply kit or the relevant used components of the kit will be deducted from the refund due. The knife kit is considered used once the student removes its components from their original packaging and removes it from the SDCI campus.
6. A student will be considered canceled if not accepted into the institution, the program start date is cancelled by the institution or the student does not start training.

OTHER REFUND POLICIES

A student who withdraws from SDCI shall receive a refund of tuition and refundable fees, if

any is due, within thirty (30) days following the student's cancellation or withdrawal. For the purpose of determining a refund, the student shall be deemed to have withdrawn from a Course or courses of instruction when any of the following occurs:

1. A student notifies the SDCI of his/her withdrawal. The effective date of the withdrawal is the date of the notice.
2. For the purpose of determining the amount of the refund, pursuant to subdivision (a) of Section 94870, the date of the Student's withdrawal shall be deemed as the last date of recorded attendance. SDCI shall issue any refund due within 30 days of the conclusion of the three-week period.
3. A student shall be subject to involuntary withdrawal for failure to pay tuition, fees, or other costs as defined in the enrollment agreement and according to the terms of the Payment of Terms agreement attached thereto; failure to make satisfactory academic progress; or failure to comply with Standards and Dismissal Policies, the Student Code of Conduct, or the Drugs, Alcohol and Substance Abuse Policy, as defined in the Catalog.

Once a student withdraws, whether voluntarily or involuntarily, the school will remit a full refund of unearned tuition within 30 days following a student's withdrawal. Students will **not** receive a refund for Student Kits returned in anything other than their original condition. The knife kit is considered used once the student removes its components from its original packaging and removes it from the SDCI campus. Once a student withdraws, a refund will be made of the unearned portion of the program tuition charges.

A student that pays his or her fees with a credit card will receive the refund via a credit to that same card. When payment is remitted by a third party (such as a lender or an employer), the

refund will be remitted to the payer, and not to the student. The *State of California's refund policy* (pro-rata) is based on the following formula:

1. Tuition fees divided by total program hours and then that total multiplied by hours attempted (hours for which the student earned a grade) equals tuition 'earned'.
2. Student payment less tuition earned by the School = Refund.

HYPOTHETICAL REFUND EXAMPLE:

Application Fee	\$ 75.00*
Registration Fee	100.00*
Student Tuition Refund Fund (STRF) Fee	55.00*
Tuition	21,548.00
Student Supply Kit (before taxes)	1,502.30
Sales Tax (at 8.5%, on Supply Kit)	<u>127.70</u>
 Total	 \$ 23,408.00

*Non Refundable except in case of cancellation.

Calculation for refund:

A student pays tuition fee in advance for 900 hours, withdraws after 300 hours, and has used his or her Student Kit.

Administrative Fee	Non-refundable
Used Student Kit	Non-refundable
Earned Tuition	\$ 7,182.67
	[(\$21,548.00/900) x 300]

The Refund amount equals \$ 14,365.33
[\$23,408.00-\$9,042.67]

The cost of the Administrative Fee and the Student Kit are not refundable. Once uniforms and tools have been removed from their original packaging they are considered used.

REFUND TABLE

SAMPLE REFUND TABLE		
Commis de Cuisine Tuition/Fees: 900 Hours, \$23,358 Non-refundable charges:\$1,810		
HOURS COMPLETE	% COMPLETE	REFUND AMOUNT
90.0	10	\$ 18,493.20
225.0	25	15,411.00
450.0	50	10,274.00
675.0	75	0.00
900.0	100	0.00
Boulangerie et Pâtisserie: 1,190 Hours, \$20,420 Non-refundable charges: \$1,215		
HOURS COMPLETE	% COMPLETE	REFUND AMOUNT
119.0	10	\$ 17,104.50
297.5	25	14,253.75
595.0	50	9,502.50
892.5	75	0.00
1190.0	100	0.00

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an enrollment fee not to exceed \$75.00, and less any deduction for student kit supplies not returned in their **original** condition, within 45 days of withdrawal. If the student supply kit or any of its component pieces have been used and are no longer in their original condition as received by the student from SDCI, the amount for the supply kit or the relevant used components of the kit will be deducted from the refund due. The knife kit is considered used once the student removes its components from their original packaging and removes it from the SDCI campus.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) calendar days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any funds paid by federal student financial aid programs, shall be refunded to the program that paid them, in accordance with the regulations governing return of financial aid.

RETURN OF TITLE IV FUNDS POLICY

The determining date for refund computation is the last date of recorded attendance. Refunds will be made within 45 calendar days of the date of determination of student withdrawal.

When a financial aid recipient withdraws from all classes, the institution calculates an amount to be returned to the federal aid programs in accordance with applicable regulations. The calculation is based on the payment period. SDCI programs include two payment periods, from the first day of classes through midpoint and from midpoint to the scheduled completion date of the program. The length of the individual payment period can be affected by incomplete, repeated, failed or withdrawn courses, or by leaves of absence.

The financial aid earned by the student prior to withdrawal is determined by calculating the amount of the payment period the student completed as of the last date of attendance. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the last date of attendance, either the school or the student or both are required to return some portion of federal aid. Post-withdrawal disbursements from grant aid for which the student is eligible are used by the school to pay outstanding charges, and any remaining amount is offered to the student. If a student is eligible for a post-withdrawal disbursement of student loan funds, the student (or parent for PLUS loans) will be contacted by the institution for authorization to use the loan funds to satisfy outstanding charges.

The amount of the payment period completed by the student as of the last date of attendance is calculated by counting the number of scheduled hours through the last date of attendance, and dividing that number by the total number of scheduled hours in the payment period.

The unearned percentage of federal aid is multiplied by the charges for the payment period and by the total amount of aid disbursed for the student; the school is responsible for returning the lesser of these two amounts. The student is required to return any unearned aid less the amount returned by the institution. If the student is required to return any grant aid, the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to SDCI or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by SDCI, within thirty days of the date of determination of withdrawal.

Federal aid funds are returned in the following order, both by the school and the student:

- 1) Unsubsidized Federal Stafford Loans;
- 2) Subsidized Federal Stafford Loans;
- 3) Federal PLUS loans;
- 4) Federal Pell Grants;
- 5) Other federal aid programs.

The required return of funds under this policy is made to the Title IV aid programs within 45 calendar days of the date of determination of withdrawal or termination. Students will receive a written notice of any federal funds returned by SDCI, and an invoice for any balance owed the school.

Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the SDCI financial aid office.

COLLECTIONS

SDCI sets high standards of behavior for all of its students in reflection of the high standards demanded by the culinary industry. In reflection of these standards, those students with payment plan arrangements must always make their payments within the due dates as indicated in their contracts.

Students with payment arrangements sign a contract indicating the dates that their payments are due. We send invoices by mail to all of our students under the payment plan to remind them of the due date of their payments. Those students that come close to the due date without making their payment may also benefit from a gentle in-person reminder from one of our staff at the school before or after class. We make such reminders as a courtesy to our students; however, ***it is always the student's responsibility to make his or her payments on time and in accordance with their contracts even if, for any reason, they do not receive a reminder.***

Students can make their payments by mail, although most bring them into the school to make the payment personally. Normally, we have a member of our Administrative staff available to take your payments between the hours of 8am and 7pm, Monday thru Thursday, and 8am to 5pm on Fridays. They will provide you with a receipt on request. If for any reason no one is available on the day that you bring your payment in, you may slip it under the door of the Finance Office.

Due to the nature of the requirements of the various regulating bodies to which we must adhere, SDCI must be very strict concerning the collections of past due tuition payments. On those rare occasions that payments are not made according to the terms of the contract, SDCI will be forced to terminate the student from the program.

We understand that life occasionally throws us a curve and a student's financial situation may change unexpectedly. ***If a student faces extenuating circumstances, that student should contact the Finance Office or the Program Director to discuss his or her particular situation as early as possible to discuss alternative payment arrangements.*** It is our goal to retain every student we accept through the entire program, so we are available to assist you

in a manner that is reasonable for us to do so. Communication is the key.

On those even rarer instances when a student completely defaults on a debt to SDCI, we use all legally available means to collect that debt, which may include, but are not limited to, referral to an outside collection agency, reporting to outside credit agencies, and collection actions as specified in the Arbitration Agreement of the student contract.

GRADUATION REQUIREMENTS

Students are required to complete a Clearance Release Form and submit a personal resume (two pages maximum) and a cover letter (one page) to Admissions thirty days prior to graduation. The documents will be used when SDCI assists the student in finding appropriate employment. The Clearance Release Form is available from the Admissions Office. Student records are reviewed for any outstanding balance owed to the Institute.

SDCI requires that the student must meet the following requirements in order to graduate:

1. Complete all classes in the program, and attend all required lecture and lab clock hours with a grade not lower than 2.0 in every Course.
2. Completion of the Externship with a passing grade (for those students of the *Diplôme Professionnel du Commis de Cuisine* program).
3. All attendance requirements must be met.
4. If a student misses more than three classes consecutively without contacting SDCI, we consider that student dropped as of the date of the fourth absence.
5. The following clearance forms must be filled out and signed.
 - a. Completion of Release Form
 - b. Certificate Graduate Tracking Form
 - c. Diploma Program Checklist
 - d. Transcript Verification

- e. Financial Clearance Form
6. Transcript verification requires an appointment with our admission staff to review the transcript. They will verify that all Courses have been completed and have been correctly entered into the computer. A signature from the President of SDCI is required.
7. All students must review financial agreements and receive a clearance for graduation from the Admissions office. The signature of the President is required. This will be handled during Transcript Verification.

Student Services

San Diego Culinary Institute welcomes students to discuss any issues or concerns with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with both the Program Director and/or faculty. The staff is also available on a daily basis to assist students with financial services, job placement assistance, and academic advisement.

CAREER PLANNING ASSISTANCE

SDCI is pleased to offer our students more than placement assistance — we offer career planning. This includes assistance not only with your first position after graduation, but help with planning the arc of your career, identifying each of the stepping stones in that career, beginning with your first job in the field and each of the sorts of subsequent jobs that will guide you toward your ultimate career goals.

We cannot guarantee an offer of employment; however, our graduates are highly regarded and are actively recruited by well-regarded employers all over the country and even overseas.

Our placement assistance begins with the Course curriculum, in which students study professionalism, job search skills, resume writing skills, how to build a portfolio, and interview skills — all with particular attention to the career changer seeking their first position in the culinary world.

All students and graduates have access to our job placement board, which lists the latest positions to become available — many of which are never advertised in the newspapers — and are welcome to avail themselves of our job placement services for life. These positions range from volunteer/charity positions, entry-level prep and cook positions, all the way to executive chef opportunities.

Our Chef Instructors also directly advise our students concerning their career planning and job placement assistance.

Your ability to find a job depends on you. Not surprisingly, those students and graduates that work the hardest, both in school and on the task of job hunting, land the best jobs. We at SDCI have a strong incentive to assist your job search in any way possible; after all, it is our students' success in the job market that shapes our reputation.

To that end, we work hard with each of our graduates to place them in a good job in their new profession. In return, we ask that every graduate that avails him or herself of SDCI placement assistance must follow the rules and standards of conduct that reasonably accompany that assistance.

Given that, to a large degree, the reputation of our school and its programs rests in the hands of our students and our graduates, whenever the SDCI staff contacts a prospective employer on a student's or a graduate's behalf, it is that student's or graduate's responsibility to follow up on that contact as advised by the SDCI staff. In the event a student or a graduate fails to follow up on such a contact, such as by failing to show up for a scheduled appointment with a prospective employer without appropriate advice or consultation with that prospective employer (a "no-call/no-show"), that student or graduate to risks the cancellation of any further placement assistance.

We very much want you to work and to benefit from your education at the San Diego Culinary Institute. So long as you work to find yourself a job, we will provide you all of the Career Planning assistance described in this section of the catalog

EXTERNSHIPS

Students of the *Diplôme Professionnel du Commis de Cuisine* and *Diplôme Professionnel du Boulangerie et Pâtisserie* are required to complete a 220 hour externship.

Our Administrative Assistant/Student Relations and Faculty assist students in selecting externships, making an effort to match students with their expressed preferences. SDCI staff arranges for the student to interview with the proposed host property. Like a job interview, in this interview the student should review expectations for the experience, hours of employment, and other terms of the externship. Student and Extern Host must come to agreement and the Host must accept the student for the externship. *While SDCI assists all students in securing externships, it is the student's responsibility to secure the externship and finalize arrangements.* In many cases a student is offered full time employment upon completion of their externship by the hosting organization.

While on the Externship, the student must communicate with the assigned SDCI staff member concerning the progress of the externship and the hours worked on at least a weekly basis. Finally, the student must complete an Exit Interview on the SDCI campus as a part of the graduation requirements.

STUDENT GUIDANCE AND ADVISING

Academic advising is provided to students by San Diego Culinary Institute administrative staff and faculty, from the initial interview through enrollment and completion. SDCI staff is available to advise students on any problems that they may be experiencing that could have an adverse effect on their ability to learn and succeed in their course of study. When personal issues arise that are outside the expertise of SDCI staff, instructors or administrative

personnel will refer students to organizations with the expertise to provide needed assistance.

TUTORING

Tutoring is available by Chef Instructors to all students on an as needed basis at no extra cost to students. If you require extra assistance, speak with the Program Director and we will do all we can to meet your needs and ensure a positive academic experience at SDCI.

TRANSCRIPTS

An official transcript is maintained for each student. The transcript provides a complete record of all Course grades and credits earned. Students who lose or need replacement certificates of completion or transcripts may request replacement in writing for a fee of \$10 per transcript or certificate. Within 15 days of the request, San Diego Culinary Institute will mail the replacement certificate and/or transcript; or, students may request to pick up the certificate or transcript in person (please specify this in your written request).

San Diego Culinary Institute will withhold a student's certificate of completion or diploma if the student is in default on a loan or tuition contract.

RECORD RETENTION

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five-year period. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested.

PRIVACY ACT FOR STUDENTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 entitle all students to review their records, including grades, attendance and

advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education records.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Anytime personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

Students who wish to file a complaint under FERPA can contact the Family Policy Compliance Office at :

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Ave., SW

Washington, DC 20202-5920

1 -800-USA LEARN (1-800-872-5327)

Program Information

DIPLÔME PROFESSIONNEL DU COMMIS DE CUISINE

900 Contact Hours

SCHEDULES AND COURSE DURATIONS

M, W, F	Day schedule 8am to 5pm 34 weeks
T, TH	Day schedule 8am to 5pm 46 weeks
M – TH	PM schedule 6pm to 10pm 46 weeks

EDUCATIONAL OBJECTIVES

As with all of our diploma programs, San Diego Culinary Institute takes pride in presenting a series of classes devoted to developing the skills that are the foundation in the art of culinary preparation. These Courses are designed for the individual who desires to establish a career in the hospitality industry. **Any student that enrolls in a culinary program as an avocation will be held to the same standards as any vocational student, including participation in work experience and externship requirements.**

The Commis de Cuisine Program is designed primarily for the student aspiring to a career in the professional kitchen and for the student aspiring to careers in other aspects of the culinary industry for which a solid background in the practical culinary arts will provide an advantage. Throughout this curriculum, the focus is not only on how to cook, but how to cook like a professional. With this program, in addition to kitchen skills, SDCI will introduce you to the skills required to obtain a job in the ranks of kitchen management.

For maximum retention of knowledge and skills presented, the classes are designed to include lectures, demonstration and hands-on application of each skill taught.

Most graduates of this program with no prior industry experience will accept an entry-level position in a restaurant, hotel, country club, hospital or other food service providers with confidence. Positions range from prep cook, line cook, assistant cook, cook I, II, III or IV, or sous chef. Students with prior experience in the culinary industry may qualify for jobs as sous chef, executive sous chef, chef de cuisine or other management level positions. Students supplement their training or experience in other areas of hospitality or nutrition to prepare themselves for positions such as sales, food and beverage, nutrition, culinary education, and other positions in the food service industry.

SCHOOL CALENDAR

See Catalog Addendum

COURSE SEQUENCE – COMMIS DE CUISINE

The *Diplôme Professionnel du Commis de Cuisine* requires the completion of 900 hours earned in the following areas of Study:

- Safety & Sanitation and HACCP
- Fundamental Culinary Skills
- Intermediate Culinary Skills
- Fundamental Baking and Pastry Skills
- Entrepreneurship
- Applied Culinary Skills: Flavors of the World
- Externship experience in a fine dining kitchen

**** Students receiving VA benefits will complete their Extern hours on property at SDCI**

The Courses in the Commis de Cuisine Diploma Program are arranged in sequence. The material covered in each Course builds upon the previous Course and is a prerequisite for the next.

Orientation (4 Clock Hours)

Before beginning their coursework, all students must attend a 4 hour orientation lecture, wherein they review the SDCI facilities and classroom layout, the catalog, the expectations and challenges inherent in their education at SDCI.

Level: Introductory

Prerequisite: none

Introductory Lecture Series (60 Hours)

This lecture series comprises three sections: Professionalism, Intro to Business Management, and Safety and Sanitation. In this series, students are introduced to fundamental concepts that will be incorporated into and serve as a foundation to their work in the kitchen lab.

Safety/Sanitation and HAACP (24 Hours)

Creating and maintaining a safe and sanitary food service operation is more important than ever. Stories about food-borne illnesses and food spoilage have become a major concern in the food industry. There are many procedures and techniques needed in order to run a safe and sanitary kitchen. In this Course you learn to identify foods susceptible to hazardous microorganisms. Students are given information about purchasing, storage, preparation and serving procedures that promote food safety. Learn how to use knives and other cutting tools safely, how to lift and carry properly, and other fundamental safety procedures. This class was developed as preparation for the National Restaurant Association (NRA) approved examination, and the American Culinary Federation (ACF) recognizes the test in all 50 states.

Students are also guided through HACCP principles, including the flow of food, critical control points and HACCP customization and documentation. Contents of the lectures are Food Safety Hazards, establishing a HACCP

Food Safety System, Developing Standard Operation Procedures and HACCP Systems for Sample Operations. A certificate is given upon successful completion of the HACCP Course.

Note: This class is a prerequisite to all kitchen skills classes. The class and the NRA test must be successfully passed prior to the student participating in any food production class.

Level: Introductory

Prerequisite: Orientation

Professionalism (16 Hours)

In this class, the students will explore and understand what it means to be "Professional" and how this relates to a student, a Chef and the culinary industry. The Course is designed to help the student understand and define their personal / professional goals, to prepare a marketable resume and cover letter and to significantly improve the student's ability to develop and conduct a successful job search. Students will discuss the role of the "Professional Chef" and how the education at SDCI will assist in achieving the student's goals. The class will discuss the evolution and history of both classic and modern cuisine and the classical brigade structure and its relationship to the professional kitchen.

Level: Introductory

Prerequisite: Orientation

Introduction to Business Management (16 Hours)

This Course will give the students a realistic, objective introductory look and understanding of what is necessary to run a successful business. It will allow the students an opportunity to discuss a restaurant's marketing strategy and to determine its effectiveness. The class will explore various methods of advertising and tracking their results and introduce the students to various "Controls" that need to be part of a successful business' profitability. Projects and assignments will give the students an in depth

understanding of how a basic budget is prepared and maintained. The group will discuss the real meaning of “Customer Service” and how it greatly affects business. The instructor will teach the students the necessary tools required to cost a menu, recipe and control a budget through the understanding of basic mathematic equations.

Level: Introductory

Prerequisite: Orientation

Fundamental Building Blocks of Flavor

[36 Hours]

“The Study of Flavors and Taste”

This Course will give the students an introduction to the many flavors and tastes that make up classical and modern world cuisine and allow the students to feel, smell and taste ingredients that help to create the many ethnic and unique regional cuisines. This hands-on approach to the eating senses will heighten the awareness of students to the complexities of taste, smell and the close relationship between them and give the students the ability to understand the blending of flavors and the balancing of sugars and acids. The topics covered in this class will introduce the student to eating with all of the senses—not just taste—and to demonstrate the general concepts of plate presentation, and how it affects our subconscious “taste perception” and its importance in the guest’s enjoyment of a meal.

Level: Introductory

Prerequisite: Orientation

Cuisine I (64 Hours)

“The Fundamental Building Blocks of Technique”

This class will teach and establish the fundamentals used in cuisine and the professional kitchen environment. The students will be taught and practice a wide variety of

cooking techniques and explore the effects that each have on the finished product. This Course will expand upon the theoretical information covered in the “Building Blocks of Flavor” and combine the student’s knowledge of flavors and sensation and explore the practical application of how these flavors are achieved. The Course will provide the student with an introduction and command of the tools, equipment, safety procedures/precautions that would be found in a modern commercial kitchen environment. The Chef Instructor will teach the students the classical techniques, components and ingredients used to create some of the world’s finest dishes.

Level: Introductory

Prerequisite: Safety/Sanitation and HAACP, Professionalism, Introduction to Business Management, and Fundamental Building Blocks of Flavor.

Cuisine II (64 Hours)

“The Application of Technique”

This Course will expand upon the fundamental skills, techniques and methods developed in the “Cuisine I” by learning the tools necessary to create complete plates. Students will learn how to cook a wide variety of ingredients including; vegetables, grains, starches, sauces and combine them together to create dishes that are not only pleasing to the mouth but to the eyes as well. The students will put their knowledge and skill of the fundamentals into practice by creating soups, classical and modern sauces by using stocks, purees, creams and a variety of thickening agents. This class will introduce students to a wide variety of proteins including seafood, poultry, red meats, wild game and specialty meats. Students will apply the cooking techniques previously learned to these proteins as well as practicing techniques, methods and “professional secrets” specific to some. This class will provide the student with the education

and skills necessary to produce complete plates and focus on “Center of the Plate” items and methods necessary to create food that is cooked and presented in a fashion that is as enticing to the mouth as it is to the eye.

Level: Introductory

Prerequisite: Cuisine I

Entrepreneurship

(89 Hours)

This Course will provide the student with a working, in depth knowledge of restaurant and kitchen management and provide a permanent resource manual in the form of notes and handouts that will assist the student in the early stages of their career. The instructor will instill and reinforce the function of a “Manager” and how this person can impact and interact with staff, employees and management. The content covered in this class will assist the students in the development of “People Skills” and understand the importance of lines of communication. This Course will cover the following: Restaurant Marketing, Menus and their design, Customer relations, Market trends and fads, External advertising and marketing, In house marketing, Demographics, psychographics and matching restaurant type/style to the customer’s needs, Cost control, Food costs and inventory, Beverage costs and inventory, Liquor licenses, Labor costs and scheduling, Overheads and other “hidden” costs, Management styles and the processes of Hiring, Firing and Evaluations, Record keeping, Interview processes, Labor laws, Kitchen equipment and design, Safety / Worker’s Comp.

Level: Introductory

Prerequisite: Cuisine II

Nutrition and Foods in the Culinary Profession

(39 Hours)

In this Course, the student will learn the importance of how the human body processes

foods and how classically prepared dishes can be modified to meet various dietary requirements without compromising the quality, flavor methods and presentations. The students will evaluate their current daily food and beverage intake by using serving sizes and various nutrition resources to calculate total calories and percentage of calories from each macro-nutrient group. These percentages will be compared to the American Heart Association Guidelines and the USDA Dietary Guidelines. This Course will teach students how to write ‘calculated’ menus, which will meet the American Heart Association Guidelines and the USDA Dietary Guidelines. This experience will allow the student to create fat, sodium, protein, gluten and other modified diet requirements while preparing food that is flavorful, visually appealing and following classic culinary preparation methods.

Level: Introductory

Prerequisite: Cuisine II

Cuisine III (80 Hours)

“Advanced Culinary Techniques “

This Course will expand upon the fundamental skills, techniques and methods practiced in “Cuisine I” and “Cuisine II” by developing the tools necessary to prepare advanced recipes and create complete detailed plate presentations. Students will learn how to create recipes using highly technical and advanced procedures that expand upon their current skills. The students will put their knowledge and skill of the fundamentals into practice by creating classical soups, classical and modern sauces by using stocks, purees, creams and a variety of thickening agents. This class will introduce students to advanced knife skills and cooking methods used in the world’s top restaurants. This class will provide the student with the education and skills necessary to produce highly technical recipes and complete

meals by focusing on “Center of the Plate” items and methods necessary to create food that is cooked and presented to “International Standards”.

Level: Intermediate

Prerequisite: Cuisine II

Garde Manger (64 Hours)

This class will introduce the student to the art of cold food preparation and presentation. The student will learn both classic and modern methods, techniques. The Course will give the students the ability to prepare basic and classic plate garnishes and be able to produce basic cold emulsified sauces and understand how the chemistry of an emulsification works. Students will apply the concepts and theories behind plate presentation and put these procedures into practice through “A la Minute” preparation of appetizers, salads and classic sandwiches. Students will learn how to receive, care for, store and wash a variety of fresh fruits and vegetables. The Chef will teach the students the techniques necessary to design, create and produce classic canapés, hors d' oeuvres and appetizers. Students will be introduced to various types of vinegars and oils, their uses, and how they are made. This Course will teach students how to prepare various emulsified, non-emulsified and cream based dressings. Students will learn the art of “Charcuterie” and how to produce simple force meats and sausages.

Level: Introductory

Prerequisite: Cuisine III

Flavors of the World (100 Hours)

This Course will expand upon the skills, techniques and methods developed in the previous classes by introducing the students to a wide variety of ingredients, flavors, history and specific techniques used in some of the world’s most recognized ethnic cuisines. Students will

learn how to prepare ethnic and classical dishes by using both classical French and other techniques specific to the country, culture and recipes being prepared. Students will learn how the climate, history, governmental structure, geography and other factors have played significant roles in the evolution of the cuisines by preparing some of the greatest dishes from around the world. The instructor will demonstrate various styles of service and presentation specific to these cultures.

Level: Advanced

Prerequisite: Cuisine III

Baking and Pastry (64 Hours)

This class will focus on basic and classical baking methods as well as presentation methods and techniques for plated desserts. The Course will involve a great deal of practical hands-on practice and production by each student working individually and as team members. The Course objective is to give each student a foundational knowledge of the ingredients and mixing methods necessary to make consistently high quality yeast breads and rolls, quick breads, muffins, cookies, pate a choux, cakes, dessert creams and sauces following classical methods and procedures. Students will learn about “Plated Desserts” and how to create beautiful presentations from the recipes and components they have prepared.

Level: Introductory

Prerequisite: Cuisine III

Final Exam (20 hours)

This comprehensive final examination will test competency in every aspect of the Commis Culinary Program. Students must complete a comprehensive thesis project based on the national cuisine of the student’s choice and including a menu based on that national cuisine, nutritional analysis of that menu, plate presentation diagrams, and a final practical

examination whereby students execute their menu and present them to a panel of chefs for tasting.

Externship (220 Hours)

The Externship experience enables the student to experience a “real world” working environment under the supervision and tutelage of top Chefs, in San Diego, across the country — even overseas. Host properties meet certain minimum requirements and agree with the school that every extern will have the chance to work in several different posts throughout the kitchen and will get the sort of hands-on experience you need to take you to that first job upon graduation. In fact, many students get their first job offers from their externship hosts. Past students have landed externships at a variety of nationally and internationally known properties, including Michelin star-rated restaurants.

Ultimately, it is the student’s responsibility to secure his or her externship; however, SDCI arranges appointments for each student according to preferences. In this initial interview — as with any other employment interview — both student and host discuss their mutual expectations for the externship and come to arrangements as to hours and the scope of the experience. Once they come to agreement, the student must complete his or her externship, beginning immediately after the completion of on-campus coursework and within a time frame of from four to six weeks.

Externs are responsible for weekly reporting back to their SDCI Chef Instructor Mentor, back on campus, and must meet with their assigned Mentor upon completion of their externship experience. The Mentor assigns a letter grade for the externship according to these weekly reports and feedback from the host.

**** Students receiving VA benefits will do their Extern hours on property at SDCI**

Level: Introductory

Prerequisite: Cuisine III

Diplôme Professionnel du Commis™ de Cuisine Summary of Course Hours

Orientation	4
Professionalism	16
Intro to Business Mgmt.	16
Safety and Sanitation	24
Building Blocks of Flavor	36
Cuisine I	64
Cuisine II	64
Entrepreneurship	89
Nutrition	39
Cuisine III	80
Garde Manger	64
Baking and Pastry	64
Flavors of the World	100
Final Exam	20
Externship	<u>220</u>
Total Clock Hrs	900

Student Supply Kit

All students are required to have the exact same Supply Kit. The required Student Supply Kit is included in the Tuition Fees.

Uniforms - Covered by tuition and fees

The Uniform Package includes the following:

- 2 Chef Coats with SDCI logo
- 4 Chef White Aprons
- 2 Chalk Stripe Chefs Pants
- 2 Commis Torques (Chef Hats)

Tools - Covered by tuition and fees

Knife Carrying Case, containing the following:

10" Chef Knife
10" Honing Steel
4" Paring Knife
3" Tourné Knife
6" Boning Knife
9" Filet Knife
10½" Serrated Slicer
6" Utility Knife
8" Chef's Knife
4" Scissors
10" High Heat Spatula
Double Parisian Knife
10mm Parisian Knife
Vegetable Peeler
18" Pastry Bag
Set (5) Strait Decorating Tips
Set (5) Star Decorating Tips
Pastry Bag Coupler(s)
Set Measuring Spoons
2" Pastry Brush
Digital Thermometer
Citrus Reamer
Fish Tweezers
4" Pallet Knife - Offset
10" Pallet Knife - Strait
Fish Spatula
Microplane Zester
1 Set Plain Round Cutters

Knife Guards

Digital Scale

Textbooks - Covered by tuition and fees

- *On Cooking (current edition)*, Labensky & Hause, Prentice Hall
- *Culinary Artistry*, John Wiley and Sons
- *Nutrition for the Food Service Professional (current edition)*, John Wiley and Sons
- *The Visual Food Encyclopedia*, John Wiley and Sons
- *The Restaurant - From Concept to Operation*, John Wiley and Sons
- *ServeSafe Coursebook*, National Restaurant Association
- *San Diego Culinary Institute HACCP Program*, Harold Meyberg

Student Supply Kit — Itemized Prices

Uniform Package	174.62
Knives	442.58
Other Small Tools	330.83
Scale	60.00
Knife Guards	22.42
<i>On Cooking</i>	116.00
<i>Culinary Artistry</i>	18.87
<i>Nutrition for the Food ...</i>	78.00
<i>The Visual Food Encyc</i>	41.97
<i>The Restaurant</i>	99.80
<i>ServeSafe</i>	85.92
Other privately prepared materials	<u>31.29</u>
TOTAL	1,502.30
Sales Tax (@ 8.5%)	127.70

These items must be purchased separately:

- Black leatherwork shoes or clogs with grease resistant soles. Canvas shoes and open toed shoes are not allowed.
- Black or white socks.

DIPLÔME PROFESSIONNEL DU BOULANGERIE ET DE LA PÂTISSERIE

1190 Contact Hours

SCHEDULES AND COURSE DURATIONS

M – TH - Day schedule 7am to 4pm

34 weeks

EDUCATIONAL OBJECTIVES

We at the San Diego Culinary Institute pride ourselves on providing students with individual attention. To that end, classes in this program are limited to a maximum of 16 students.

We have designed the curriculum for this intensive program to prepare students for entry-level positions in the baking and pastry industry such as Pastry Cook, Assistant Pastry Chef, or Pastry Chef. With experience, skill and perseverance the graduates of this program will have tools to make this a lifelong career.

COURSE SEQUENCE –

DIPLOME PROFESSIONNEL DU BOULANGERIE ET PATISSERIE

The Diploma in Baking and Pastry Arts requires the completion of 1,190 hours earned in the following areas of study:

- Safety & Sanitation and HACCP
 - Culinary History and Professionalism
 - Management and Entrepreneurship
 - Basic Baking and Pastry Techniques
 - Intermediate Baking and Pastry Skills
 - Advanced Baking and Pastry Techniques
 - Externship in Fine-dining Establishment
- ** Students receiving VA benefits will complete their Extern hours on property at SDCI**

The Courses in the Diplôme Professionnel du Boulangerie et Pâtisserie Program are arranged in sequence. The material covered in each Course builds upon the previous Course and is a prerequisite for the next.

- 1,190 hours of: Safety & Sanitation/ HACCP and Pastry and Baking Skills.
- 220 hours in the externship program. We place you (based upon the selections you have made) with an employer who will provide you with important training in a hotel, restaurant or fine bakery environment.

SCHOOL CALENDAR

See Catalog Addendum

COURSE TITLES AND DESCRIPTIONS

Orientation (4 hours)

All students attend this mandatory lecture, wherein they review the facilities, the catalog, and the expectations and challenges inherent in their education at SDCI.

Safety & Sanitation and HACCP (24 hours)

Students learn to create and maintain a safe and sanitary food service operation. Students also learn to identify and prevent hazards, harmful microorganisms, and unsafe production practices, as well as safe food purchasing, storage, preparation, and serving.

Professionalism (16 Hours)

In this class, the students will explore and understand what it means to be “Professional” and how this relates to a student, a Chef and the culinary industry. The Course is designed to help the student understand and define their personal / professional goals, to prepare a marketable resume and cover letter and to

significantly improve the student's ability to develop and conduct a successful job search. Students will discuss the role of the "Professional Chef" and how the education at SDCI will assist in achieving the student's goals. The class will discuss the evolution and history of both classic and modern cuisine and the classical brigade structure and its relationship to the professional kitchen.

Introduction to Business Management (16 Hours)

This Course will give the students a realistic, objective introductory look and understanding of what is necessary to run a successful business. It will allow the students an opportunity to discuss a restaurant's marketing strategy and to determine its effectiveness. The class will explore various methods of advertising and tracking their results and introduce the students to various "Controls" that need to be part of a successful business' profitability. Projects and assignments will give the students an in depth understanding of how a basic budget is prepared and maintained. The group will discuss the real meaning of "Customer Service" and how it greatly affects business. The instructor will teach the students the necessary tools required to cost a menu, recipe and control a budget through the understanding of basic mathematic equations.

Quick Breads, Yeast Breads, & Breakfast Pastries (160 hours)

Students learn to apply the basic principles behind the chemistry of baking to make a variety of breads and breakfast pastries. As they gradually develop their creative skills, students lay a solid foundation in techniques they will apply throughout their studies.

Cakes, Pies, and Tarts (160 hours)

Building upon the fundamentals studied in Section II, students further explore their creativity with the production of various cakes, pies, and tarts. This section also covers special occasion cakes such as for birthdays, anniversaries, and other holidays.

Cookies, Individual Pastries, and Petite Fours (136 hours)

All five basic production methods for producing cookies are covered extensively in this section; rolled cookies, piped (bagged) cookies, cookies cut from baked sheets, drop cookies, and icebox cookies. Students also prepare specialized cookies such as petit fours, petit fours sec, and mignardise.

Dessert Sauces, Dessert Containers, & Plated Desserts (160 hours)

In this section, students develop their skills in plate presentation, creating various plated desserts using many of the Items they learned to produce in previous sections. New components such as dessert sauces, Dessert containers, and garnishing – together with previous creations – are combined to create skillfully-crafted plated desserts.

Chocolate & Other Confections, Marzipan, & Sugarwork (184 hours)

Students learn to temper, hold, and apply couverture to chocolate while developing a comprehensive repertoire in confection making. Students also explore the various forms of sugar work and wedding cakes in this section.

Entrepreneurship (80 Hours)

This Course will provide the student with a working, in depth knowledge of restaurant and kitchen management and provide a permanent resource manual in the form of notes and

handouts that will assist the student in the early stages of their career. The instructor will instill and reinforce the function of a “Manager” and how this person can impact and interact with staff, employees and management. The content covered in this class will assist the students in the development of “People Skills” and understand the importance of lines of communication. This Course will cover the following: Restaurant Marketing, Menus and their design, Customer relations, Market trends and fads, External advertising and marketing, In house marketing, Demographics, psychographics and matching restaurant type/style to the customer’s needs, Cost control, Food costs and inventory, Beverage costs and inventory, Liquor licenses, Labor costs and scheduling, Overheads and other “hidden” costs, Management styles and the processes of Hiring, Firing and Evaluations, Record keeping, Interview processes, Labor laws, Kitchen equipment and design, Safety / Worker’s Comp.

Final Examination (30 hours)

This is the culminating Final Exam for the program. Over the course of 4 days, students will create a wide variety of breads, desserts, pastries, cakes, cookies, chocolates and garnishes based upon a specific criteria set fourth by the Chef Instructor.

Externship (220 hours)

Students perform externships in some of the region’s foremost pastry shops, bake shops, hotels, and resorts. This 220-hour externship allows students to fine-tune their skills while gaining insight into possible employment opportunities upon graduation. SDCI provides placement services for this section. In fact, many students get their first job offers from their externship hosts. Past students have landed externships at a variety of nationally and internationally known properties, including Michelin star-rated restaurants.

Ultimately, it is the student’s responsibility to secure his or her externship; however, SDCI arranges appointments for each student according to preferences. In this initial interview — as with any other employment interview — both student and host discuss their mutual expectations for the externship and come to arrangements as to hours and the scope of the experience. Once they come to agreement, the student must complete his or her externship, beginning immediately after the completion of on-campus coursework and within a time frame of from four to six weeks.

Externs are responsible for weekly reporting back to their SDCI Chef Instructor Mentor, back on campus, and must meet with their assigned Mentor upon completion of their externship experience. The Mentor assigns a letter grade for the externship according to these weekly reports and feedback from the host.

Summary of Course Hours

Orientation	4
Safety/Sanitation and HACCP	24
Professionalism	16
Intro to Business Mgmt.	16
Section II	160
Section III	160
Section IV	136
Section V	160
Section VI	184
Entrepreneurship	80
Final Exam	30
Externship	<u>220</u>
Total Clock Hrs	1,190

Student Supply Kit for the Diplôme Professionnel du Boulangerie et Pâtisserie Diploma Program

All students are required to have the exact same Student Supply Kit. The required Student Supply Kit is included in the Tuition Fees for Diploma in Baking and Pastry Arts.

Uniforms - Covered by tuition and fees

The Student Supply Kit includes the following:

- 2 Chef Coats with SDCI Logo
- 4 Chef White Aprons
- 2 Checkered Chef Pants
- 2 Cloth Commis Hats

Tools

Covered by tuition and fees:

1 Equipment Box, containing the following:

- 1 Micro Plane
- 1 Stainless Steel Swivel Vegetable Peeler
- 1 Melon Baller in different sizes
- 1 Flexible Wire Whip, 12 to 14 inches, including the handle
- 1 Set Measuring Spoons
- 1 Serrated Cake Knife with 10" Blade
- 1 Paring Knife 3 "
- 1 8" Chef's Knife
- 1 5" Utility Knife
- 1 Set Knife Guards
- 1 Offset Spatula with 10" blade
- 1 Straight Spatula (palette knife) knife 9.5"
- 1 Straight Mini-Spatula (palette knife) 4-5"
- 1 Offset Mini-Spatula with 4 to 5"
- 1 Wooden spoon 10-inch
- 1 Wooden spoon 14-inch
- 1 Pastry Bag 14-inch
- 1 Pastry Bag 18-inch
- 1 Silicone heatproof spatula 10 inch
- 1 Silicone heatproof spatula 14 inch
- 1 Table Scraper (Bench Scraper)
- 1 Plastic Bowl Scrapers (handheld, no handle)
- 1 Sugar Thermometer (non-mercury)

- 1 Instant-Read Digital Food Thermometer
- 1 Set Star-Tip Piping Tips
- 1 Set Plain Piping Tips
- 1 29 pc. Cake Decorating Set
- Digital Scale
- 1 Set of Plain Round Cutters (standard set in graduating sizes)
- 1 Set of Fluted Round Cutters (standard set in graduating sizes)
- Plastic Cake Comb
- Pastry Tip Couplers
- 1 Ceramic Knife Honing Rod
- 1 Pastry Brush, 2 1/2"
- 1 Pastry Brush, 1 1/2 "

Textbooks

Covered by tuition and fees

- *Baking and Pastry – Mastering the Art and Craft (The Culinary Institute of America)*, John Wiley and Sons, Inc.
- *Culinary Artistry*, John Wiley and Sons
- *The Restaurant – From Concept to Operation*, John Wiley and Sons
- *ServeSafe Coursebook*, National Restaurant Association*
- *San Diego Culinary Institute, HACCP Program*, Harold Meyberg

Student Supply Kit — Itemized Prices

Uniform Package	149.85
Knives	181.24
Other Small Tools	337.25
Scale	60.00
<i>Baking & Pastry — Master...</i>	44.10
<i>Culinary Artistry</i>	18.87
<i>ServeSafe</i>	85.92
Other privately prepared materials	<u>39.82</u>
TOTAL	917.05
Sales Tax (@ 8.5%)	77.95

These items must be purchased separately:

- Black leatherwork shoes or clogs with grease resistant soles. Canvas shoes and open toed shoes are not allowed.
- Black or white socks.

Non-Diploma Courses

US NAVY CONTRACT TRAINING

SDCI is proud to be partnered with the US Navy, Pacific Fleet and offer culinary training to the Culinary Specialists.

Classes are 1 week in length, 5 days a week and offer a variety of subject matter:

- Global Seafood
- Garde manger
- Healthy Cuisine
- Holiday baking

Students will learn classic techniques and methods that can be applied to their duties while on station as well as prepare them for a professional career in the Culinary Arts upon their discharge.

CONSUMER AND CORPORATE TEAMBUILDING

SDCI offers “Team Building” events for consumers and businesses. These events are 4-hours long and cover:

- Basic Culinary Techniques and Procedures
- Food History
- Communication Skills
- Flavors and Seasonings

The participants work in groups and prepare multiple-course meals. After completion of the meal, the participants serve each other and eat the food they have prepared.

All food and necessary equipment is provided to the groups during the event.

Staff Biographies

HAROLD MEYBERG/ FOUNDER

Harold was born in South Africa and immigrated to the United States as a teenager, where he soon after began a career in the Food Service Industry that was to last over 40 years.

Harold majored in Food Chemistry at the Illinois Institute of Technology before co-founding, with his parents, a landmark restaurant in San Jose, California. Once he took over the business, he built the company to include a large catering company, additional restaurants, and a bakery. In the late 80's, Harold sold his business and went to work for the Canteen Corporation, establishing retirement home food programs as well as managing a large Meals-On-Wheels program. But teaching was to be his next endeavor.

Harold had 6 years teaching under his belt when the California Culinary Academy asked him to serve as Managing Director of their College of Food culinary school in La Mesa. When in 2000 CCA chose to close their school, Harold and his wife, Lili, founded SDCI in the same location where that campus stood.

Over the course of his career, Harold educated thousands of culinary students, now working in the industry all over the world. Sadly Harold passed away in March 2004; however SDCI remains a family owned and operated institution, with his wife, Lili, serving as CEO and his son, David, as President.

LILI MEYBERG, FOUNDER/CEO

Lili was born in Venezuela and immigrated to the United States at the age of seven. In Venezuela her father owned a fine food and wine importing business. Good food and fine wines were part of her education as she was growing up.

Lili received her college education from UCLA, UC Berkeley and San Jose State University where she earned her B.A. . Her career was in health care marketing and for 22 years she held executive positions in that field, prior to co-founding the school in 2000.

Lili speaks Spanish, German, and some French.

DAVID BADAGLIACCA, PRESIDENT

David joined the San Diego Culinary Institute in March of 2003, bringing 20 years of general management experience and a life-long love of education. Prior to coming to SDCI, David served in key management and executive positions managing the growth of small firms.

Throughout his life and career, David's interest in teaching has always played a prominent role. He has served both as an instructor and as an organizer of educational events and seminars on a wide variety of subjects, for audiences ranging from large corporate groups to small seminars for University students. He has demonstrated his skill with curriculum development, teaching methodology, as well as with public speaking and instruction before audiences in both the United States and Europe.

Since joining SDCI, David has presided over a doubling of the school's enrollment while maintaining graduation and placement rates exceptional in the industry.

AWARDS AND ACCOLADES

Over the course of his career, David has garnered several awards and notices for his work, including a Clio award for advertising and coverage in the New York Times, on CNN, in Entertainment Weekly, as well as many other major press outlets. David speaks fluent Italian and conversational Spanish.

SAN DIEGO CULINARY INSTITUTE FACULTY

As of January 2010, all Chef Instructors at SDCI have earned at minimum the designation Certified Executive Chef, as certified by the American Chef Federation. To earn this designation, a Chef must meet a host of experience and education requirements as well as pass a battery of written and practical exams. The designation demonstrates a minimum level of professional achievement that we believe any competent Chef Instructor should meet. Any Chef Instructor joining our staff after that date must achieve the CEC designation within one year of employment as a condition of that employment.

As a student of SDCI, you will work in the kitchen and throughout the large majority of your studies directly with one of our highly qualified Chef Instructors (in addition, you may also work for short periods of time with a guest instructor or a specialist, in lecture classes such as Safety and Sanitation). While in kitchen lab classes, you will be one of no more than 16 students in the classroom equipped with working cook stations and tools sufficient to accommodate every member of the class at all times. While at SDCI, every student in the kitchen lab prepares food every day.

All Chef Instructors at SDCI must possess a minimum of five years Executive Chef experience (as a supervisor of multiple food service operations and at least two other senior culinary professionals) and normally a minimum of 20 years total culinary experience. We can identify no culinary school with stricter policies of minimum experience for its Chef Instructors and you will work with those instructors, side-by-side, every day in the lab, throughout your course of study.

CHEF LARRY LEWIS, CEC, CCE

Program Director / Sr. Executive Chef
San Diego Culinary Institute

Chef Larry Lewis has served as Program Director and Sr. Executive Chef of the San Diego Culinary Institute since 2005. In this role Chef Lewis has been a driving force behind SDCI's rigorous and comprehensive educational standards as well as the unique Commis Culinary curriculum.

Chef Lewis brings over 33 years of experience as a Chef, educator, author, and restaurateur throughout a career spanning six continents and touching on virtually every major niche of the culinary industry, including: restaurants, catering, cruise ships, resort hotels, and of course education. His career began as a teenager, working directly under the wing of the Executive Chef of the prestigious Southern California restaurant *St. Moritz*, and has led him across six continents as both a Chef and culinary educator.

Chef Lewis's career in culinary education began with the highly regarded Western Culinary Institute, where he soon rose to the position of Executive Chef. When the school was acquired by the school conglomerate Career Education Corp. (CEC), he assumed corporate-level responsibilities, traveling from campus to campus, instituting the Cordon Bleu, North America curriculum in virtually every culinary school in their system.

After a period of several years, he left CEC and joined Cordon Bleu International, where he oversaw curriculum and the development of several new campuses in Asia, Europe, and South America.

Most recently, before joining SDCI, Chef Lewis founded a restaurant in Kuwait where he has prepared meals for the Royal Family and many

other international dignitaries, and in which he still retains an interest.

Since joining SDCI, Chef Lewis has made countless contributions to the organization and its spirit. No student graduates from SDCI without the opportunity to work with Chef Lewis and benefit from his peerless experience and knowledge.

AWARDS AND ACCOLADES

- Recipient of Gold, Silver, Bronze, First Place, and "Best of Show" awards in Hot Food, Cold Food Salon and Ice Carving categories in American Culinary Federation sanctioned competition.
- Recognized as "Oregon Chef of the Year" (1994)
- Recipient of Teachers' Excellence Award (State of Oregon)
- Wrote *Catering Solutions* (Prentice Hall Publishing)
- Host of a cooking show for FOX in the Portland, OR area
- Published articles in *The National Culinary Review* and *Bouquet Garni*
Produced series of educational cooking videos (in conjunction with Wyden-Kennedy).

Most recently, Larry appears in the new television series *Haute Plate*, for the San Diego Culinary Institute. He is certified by the American Culinary Federation as both a Certified Executive Chef (CEC) and a Certified Culinary Educator (CCE).

CHEF ERIC BADINIER

Chef Instructor, Commis de cuisine

Chef Badinier is the newest member of the SDCI instructional staff, joining our team in 2010, after a long association with the school,

including service as a host for SDCI externs, and employing many of our graduates.

CHEF CHRIS BRILL, CEC,

Chef Instructor, Commis de Cuisine

Chef Brill was born in Montclair, New Jersey and landed his first "cooking gig" at the tender age of 16 at *The Springwood Inn Restaurant*, located about a mile up the road from the Culinary Institute of America in Hyde Park, New York. He worked there for 6 years alongside many students from the CIA before deciding to enroll at the CIA and finally graduating with honors in 1989. Brill moved to California and was hired as Sous Chef then Executive Sous Chef at *Croce's Restaurant and Jazz Bar*. He left Croce's to work for Karl Strauss Breweries where he assisted in opening two restaurants, and developed standardized corporate menus and specs. Brill has over 22 years experience in the culinary field. Prior to becoming a full-time Instructor at SDCI, Chef Brill was the Executive Chef at the United States Olympic Training Center in Chula Vista, CA.

CHEF YVES FOURNIER, CEPC,

Executive Chef Instructor, Pâtisserie et Boulangerie

Chef Yves Fournier was born and raised in Annecy, France. Trained in France, Chef Fournier brings to San Diego Culinary Institute over 20 years baking and pastry experience and 8 years experience as head Pastry Chef. He began his career in France and moved to the United States as Executive Pastry Chef for resorts such as *Ritz Carlton Hotel Ranch Mirage*, *Fairmont Hotel San Francisco*, *Hyatt Regency San Diego* and *Le Meridien*. Chef Fournier has participated in a variety of local and national competitions, including the 2001

National Pastry Championship, where he won awards for Best Team Spirit and Best Sportsmanship. He also helped train several SDCI students, where under his guidance they won silver medals in American Culinary Federation sanctioned competitions in both wedding cakes and chocolate work.

CHEF KAI PEYREFITTE, CEC,

Chef Instructor, Commis de Cuisine

Chef Kai was born in Fort Lauderdale, FL and at the age of thirteen started working in a commercial kitchen where he worked his way through high school and college. He made his way to California and graduated in 1993 from the California Culinary Academy in San Francisco. With over 24 years of experience Chef Peyrefitte served as Executive Chef for the *San Diego Concourse and Civic Center, The Hilton Harbor Island*, and was the Vice President for the *California Culinary Olympic Team* from 2001 - 2003. Chef Kai coached SDCI graduate Mark Ray to a Silver and Bronze medal finish at the 2005 Las Vegas Restaurant Show, defeating seasoned culinary professionals and competitors from around the world.

CHEF KURT WAEFLER, CEC,

Executive Chef Instructor, Commis de Cuisine

Chef Waepler was the first employee hired by the San Diego Culinary Institute. He is a superior instructor with over 29 years of total culinary experience, including over 14 years as an Executive Chef for, and over 10 as a Chef Instructor. His background in restaurants, hotels, country clubs and catering gives him a wealth of real world experience to share with students. Mr. Waepler has competed in food shows and received the Gold, Silver and Bronze medals from the American Culinary Federation. He has worked as a personal chef for celebrities and the U.S. Olympic Ski Team.

SAN DIEGO CULINARY INSTITUTE INDUSTRY ADVISORS

SDCI's ownership and managers consult on a regular basis with a number of advisors in the educational and culinary communities in an ongoing effort to ensure that our educational standards reflect industry trends and the latest in educational thinking.

That group of advisors includes:

- Chef Isabel Cruz, Chef/Owner "The Cantina"
- Neil Gross, co-owner "ChefWorks"
- Chef Bernard Guillas, Executive Chef "La Jolla Beach and Tennis Club"
- Chef Steve Black, Executive Chef, "Sheraton Hotel and Marina"
- Chef Urs Emmenegger, Executive Chef, "La Jolla Hilton"
- Chef Rudolf Wider, Executive Pastry Chef, "San Diego Marriott"
- Chef Stephane Voitzwinkler, Executive Chef, "Bertrands at Mr. A's"
- Chef Brian Malarkey, Executive Chef / Partner "Searsucker" and "Burlap"
- Chef Paul McCabe, Executive Chef "L'Auberge / 1540"
- Keith Zakarin, esq., Partner and Chair of the Duane Morris Education Practice Group, General Counsel to the California Association of Private Postsecondary Schools and to the American Association of Cosmetology Schools.