

2015-2016 Academic Catalog

Publication Home

Welcome!

The Academic Catalog of The Culinary Institute of America is where you'll find information about CIA degree and certificate program requirements, courses, and academic policies at all CIA campuses.

How to Use this Catalog

- Use the navigation at left or the Publication Search at the top left to quickly find the specific information you need.
- Collect and save pages you visit frequently with My Portfolio.
- Learn more about this catalog.

Looking for the Student Handbook?

Information about campus life and services, student rights and policies, and campus contacts is available in our Student Handbooks. Use the drop-down menu at the top right of this page to select the handbook for the New York, California, or Texas campus. If viewing from a mobile device, please return to the main page to select the desired publication.

General Information

Our Mission

The Culinary Institute of America is a private, not-for-profit college dedicated to providing the world's best professional culinary education.

Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts.

We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Purpose

The Culinary Institute of America provides instruction in the fundamentals of cooking, baking, hospitality management, and culinary R&D to aspiring foodservice and hospitality professionals. Depending on the degree or certificate program students enroll in, they will have the opportunity to:

- Gain appreciation for the history, evolution, and international diversity of the culinary arts and sciences.
- Learn and practice the professional skills used in food preparation and service.
- Explore new cooking and baking methods, as well as diverse cultures and their unique culinary styles.
- Gain experience in the proper use and maintenance of professional foodservice equipment.
- Become familiar with the layout and work flow of professional kitchens and bakeshops.
- Build academic skills and acquire a global perspective in general education courses.
- Learn the principles of food identification, food and beverage composition, and nutrition.
- Understand financial and economic trends and how they influence the foodservice and hospitality industry.

- Acquire management skills to better use human and physical resources in foodservice operations.
- Gain skills to successfully operate a business in today's complex global economy.
- Develop a personal sense of professionalism necessary for working successfully in the foodservice and hospitality industry.
- Build skills as a member of a team.
- Learn to communicate accurately and effectively.
- Use computers to enhance a business's daily operations and future success.
- Develop skills in managing and motivating staff and handling job stress.
- Learn methods of researching culinary and business-related topics.
- Broaden career choices and become more marketable to potential employers, especially for management and entrepreneurial positions.

Notice of Nondiscrimination

The Culinary Institute of America (CIA) is an Equal Opportunity Employer committed to the principle of equal opportunity in education and employment, in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and other federal, state, and local laws.

The CIA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, national or ethnic origin, or any other protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws, also prohibits sexual harassment, which includes sexual assault and sexual violence.

The HR Director, Faculty Relations is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S. Department of Education. Additionally, complaints including the procedure for filing a complaint regarding this Notice of Nondiscrimination and the CIA's compliance with applicable laws, statutes, and regulations as outlined above, may also be directed to:

Civil Rights Compliance Officers

Joseph Morano—HR Director, Faculty Relations
 Title IX and Age Discrimination Act Coordinator
 The Culinary Institute of America
 1946 Campus Drive, Hyde Park, NY 12538
 Office: Roth Hall, Room S-324
 Telephone: 845-451-1314
 E-mail: j_morano@culinary.edu

Maura King, Director—Compliance
 504/ADA Coordinator
 The Culinary Institute of America
 1946 Campus Drive, Hyde Park, NY 12538
 Office: Roth Hall, Room S-351

Telephone: 845-451-1429
E-mail: m_king@culinary.edu

OR

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
Fax: 202-453-6012; TDD: 1-877-521-2172
E-mail: OCR@ed.gov

The Harassment, Sexual Misconduct, and Discrimination Policy can be found at www.ciachef.edu/non-discrimination-statement.

Career Opportunities

An education from The Culinary Institute of America (CIA) offers students unparalleled career opportunity in an industry that generates an estimated \$709.2 billion in annual sales in the United States. In 2015, 14 million people are projected to be employed in the foodservice business, making it the nation's second-largest private-sector employer, according to the National Restaurant Association (NRA).

The CIA is represented around the world by more than 48,000 alumni who achieve success across a wide range of careers. They become executive chefs, personal chefs, restaurant and business owners, media personalities, restaurant and hotel chain executives, food writers, research chefs, food and beverage executives, and culinary educators and work in all segments of the foodservice and hospitality industry.

Some graduates of the CIA **associate degree programs** in culinary arts and baking and pastry arts enter the industry as entry-level cooks, bakers, or pastry cooks for restaurants, hotels, country clubs, retail bakeries, and institutions; others choose jobs in dining room service, catering, food research, or kitchen supervision. Still others choose to enroll in the college's **bachelor's degree programs** in culinary arts management or baking and pastry arts management to expand their career possibilities to include business management and staff management positions, as well as business ownership, communications, marketing, sales, and more. In addition, bachelor's in culinary science graduates can pursue careers in research and development; work for large foodservice operations such as hospitals, schools, and military organizations; serve as field representatives; use science for creative impetus as a restaurant chef; and more.

Graduates of the **Accelerated Culinary Arts Certificate Program** gain hands-on culinary skill and knowledge to complement their bachelor's degree in hospitality management, food science, nutrition, or a closely related field. The program prepares them for a multitude of opportunities such as cook, research assistant, restaurant assistant manager, and other entry-level positions.

Accelerated Wine and Beverage Certificate Program graduates can pursue such positions as entry-level food and beverage manager, retail wine and beverage buyer, specialty tasting room associate, or wine steward in fine dining and multi-unit restaurants. With experience, they can become a wine and beverage sales representative in wholesale distribution, work as a beverage director in fine dining, or take on other positions within the food, beverage, and winery segments.

History

Throughout its history, The Culinary Institute of America has played a pivotal role in shaping the future of foodservice and hospitality. Widely recognized as the world's premier culinary college, the CIA has an industry-wide reputation for excellence and accomplished alumni whose leadership, influence, and professionalism are a testament to the quality of a CIA education.

Such success could only happen through the inspired leadership of some very talented and dedicated people. In the mid-1940s, faced with a shortage of back-of-the-house (kitchen) professionals, members of the New Haven Restaurant Association in Connecticut had the idea of creating a school to train World War II veterans in the culinary arts. In 1945, they approached attorney Frances Roth with their idea and asked her to be the school's administrative director. Mrs. Roth had never worked in a restaurant, but she became determined to establish a school that would become "the culinary center of the nation." With financial, social, and political support from Katharine Angell—who was married to Yale University President Emeritus James Rowland Angell and who would later become chair of the board of the cooking school—Mrs. Roth set about achieving her vision.

On May 22, 1946, the New Haven Restaurant Institute opened its doors in downtown New Haven, CT as the first and only school of its kind in the United States. The Institute enrolled 16 students in its first class and employed a faculty consisting of a chef, a baker, and a dietitian.

As the foodservice industry grew, so did enrollment, necessitating a move in 1947 to larger quarters: a 40-room mansion adjacent to Yale University. The school's name was changed to the Restaurant Institute of Connecticut and, in 1951, it became known as The Culinary Institute of America, reflecting its national scope and the diversity of its students. The college expanded its educational program to two years and introduced continuing education courses for industry professionals. By the time of Mrs. Roth's retirement in 1965, the CIA had increased its enrollment to 400 students and operated a \$2 million facility. Double-class sessions were initiated in 1969 to accommodate a backlog of applications, and an auxiliary campus was leased, but with more than 1,000 students and facilities strained to the maximum, the CIA's administrators launched a nationwide search for a new home. They found it in St. Andrew-on-Hudson, a former Jesuit novitiate in Hyde Park, NY. The new campus opened two years later, with its main building renamed Roth Hall.

In 1971, the Board of Regents of the State of New York granted the CIA a charter to confer the Associate in Occupational Studies (AOS) degree in culinary arts, making it the first culinary college to be so authorized. An externship semester was created, and in 1973, the CIA introduced its first on-campus public restaurant into the curriculum. Today, students at all four CIA locations have the opportunity to learn and practice front- and back-of-the-house skills in the college's on-campus restaurants. In 1976, the CIA replaced its trimester system with its trademark Progressive Learning Year (PLY) system, which enabled smaller groups of 72 students to graduate and enter the industry every three weeks (16 times a year).

Continuing to blaze trails in the elevation of the culinary profession, in 1981 the CIA became the only school authorized to administer the American Culinary Federation's prestigious master chef certification exam. The college continued to advance culinary research and education with the 1988 addition of the General Foods Nutrition Center, the nexus of nutritional cooking studies at the CIA. Two years later, in response to a growing industry need for professionally trained bakers and pastry chefs, the CIA enrolled the first class of students in its new associate degree program in baking and pastry arts. The college completed its transformation into a fully rounded institute of higher learning in 1993, when it was approved by the New York Board of Regents to offer Bachelor of Professional Studies (BPS) degrees in culinary arts management and baking and pastry arts management. A culinary science major was added in 2012 and an applied food studies major was introduced in 2014.

In 1995, the college expanded its global reach by opening its first branch campus, The Culinary Institute of America at Greystone. Located in the heart of California's Napa Valley, the campus first offered programs exclusively for food and wine professionals, and has since grown to include degree and certificate programs, as well as courses for food enthusiasts. The CIA's expansion continued in 2008, when The Culinary Institute of America, San Antonio opened its doors to undergraduate students, industry professionals, and food enthusiasts. In 2010, in partnership with the Singapore Institute of Technology, the CIA opened its Singapore location on the campus of Temasek Polytechnic, where it offers the college's bachelor's degree program in culinary arts management.

From its humble beginnings in a single building in New Haven, CT, today the CIA continues to influence the future of food through its commitment to advancing knowledge, leading our industry, and making a difference in the lives of people all over the world.

Accreditation/Approvals

The Culinary Institute of America—which includes campuses in Hyde Park, NY; St. Helena, CA; San Antonio, TX; and Singapore—is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Official recognition of this CIA accreditation may be found under "Institutions" on the Middle States website: www.msche.org.

The Culinary Institute of America holds an Absolute Charter issued by the New York State Board of Regents and is approved for veterans training under the G.I. Bill of Rights. The curricula are registered by the New York State Education Department.

For more information, contact the New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, NY 12230, 518-474-5851.

Private postsecondary schools in California are regulated by the Bureau for Private Postsecondary Education as a result of the California Private Postsecondary Act of 2009, unless they are exempt according to sections 94874-94874.1 of the California Education Code.

- 94874.1. (a) Except as provided in Section 94874.2, an institution that is accredited by a regional accrediting agency that is recognized by the United States Department of Education, and is not an agency described in subdivision (i) of Section 94874, is exempt from this chapter, except Article 14 (commencing with Section 94923).
- (b) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

The CIA qualifies for this exemption because it is accredited by the Middle States Commission on Higher Education, a regional accreditation agency recognized by the United States Department of Education and which is not an agency described in subdivision (i) of section 94874. This exemption allows the CIA to operate in California and offer degrees and programs within the scope of the college's accreditation.

The CIA is also authorized by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15 Street, Austin, TX 78778-001, 512-936-3100, <http://csc.twc.state.tx.us>.

The Culinary Institute of America has Certificates of Authorization from the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711, 512-427-6200, www.thecb.state.tx.us.

Not-for-Profit Statement

The Culinary Institute of America is an independent, not-for-profit educational organization [Section 501 (c) (3)] pursuing its mission of providing the highest quality culinary education. This not-for-profit status distinguishes the Institute from others because it enables us to focus on the quality of education rather than on satisfying the investment expectations of shareholders.

Governed by a board of trustees not compensated for its services, the Institute benefits from the guidance of its board members, who represent the hospitality field as well as the professional and educational communities.

CIA Campuses

The CIA has three campuses across the United States:

The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499
845-452-9600
www.ciachef.edu/newyork

The Culinary Institute of America at Greystone
2555 Main Street
St. Helena, CA 94574
707-967-1100
www.ciachef.edu/california

The Culinary Institute of America, San Antonio
312 Pearl Parkway, Building 2, Suite 2102
San Antonio, TX 78215
210-554-6400
www.ciachef.edu/texas

The college's international campus, the CIA Singapore, operates on the campus of Temasek Polytechnic through the CIA's partnership with the Singapore Institute of Technology:

The Culinary Institute of America, Singapore
Temasek Polytechnic
21 Tampines Avenue 1, Block 31
Singapore 529757
+65 6592 1136
www.ciachef.edu.sg

The Singapore Institute of Technology
25 North Bridge Road #02-00
EFG Bank Building
Singapore 179104
+65 6592 1136

Professional and Physical Resources

CIA students benefit from the vast experience of our award-winning international faculty of chefs, pastry chefs, bakers, wine and beverage experts, restaurant operations instructors, business management teachers, and liberal arts instructors. These professionals have served in some of the best-known restaurants, hotels, resorts, and corporations in the United States and around the world and have worked extensively in their academic specialties.

Students also have at their disposal world-class facilities expressly designed for professional education in culinary arts, baking and pastry arts, culinary science, and wines and beverages. These include kitchens and bakeshops with equipment selected to replicate the professional foodservice environment and student-staffed public restaurants that provide real-life, hands-on experience for students.

New York Campus

Roth Hall, the Colavita Center for Italian Food and Wine, the J. Willard Marriott Education Center, and the Student Commons house 41 professionally equipped kitchens and bakeshops, four student-staffed public restaurants, a demonstration theater, meat and fish fabrication rooms, a commercial storeroom, culinary science lab, sensory lab, the Julius Wile Baccalaureate Center, and athletic facilities. In addition, the General Foods Nutrition Center includes a computer classroom and laboratory, and a nutrition resources center. The Conrad N. Hilton Library is another campus highlight. In addition to the library itself, the 45,000-square-foot facility houses the Learning Strategies Center/Library Learning Commons, television and photography studios, a student computer lab, and a demonstration theater. The Marriott Pavilion features the 800-seat Ecolab Auditorium and a conference space that includes a state-of-the-art kitchen.

California Campus

The historic main building is the hub of education at the CIA at Greystone, housing five teaching kitchens and three bakeshops in a 15,000-square-foot open-plan format, an outdoor area for live-fire cooking, demonstration theaters, and three student-staffed public restaurants. Academic resources include a library, a student computer lab, the Learning Strategies Center/Library Learning Commons, and classrooms and lecture rooms. There is also a 3,600-square-foot, open-plan teaching kitchen and a kitchen specifically equipped to support pastry skill development. The California campus is also home to dedicated education centers for flavor development and professional wine studies.

Texas Campus

The CIA San Antonio is housed in a 30,000-square-foot building at the Pearl site near downtown. The facility combines the realism of the professional foodservice environment with an ideal educational setting focusing on student learning and outcomes. Five state-of-the-art teaching kitchens and a professional bakeshop are designed to provide modules and stations at which students can perform their lab exercises and be observed and coached on an individual basis. The Latin kitchen, unlike any other in the world, features both indoor and outdoor cooking facilities. Students also benefit from other educational facilities that include demonstration theaters, a student-staffed public restaurant, a computer lab, the Learning Strategies Center/Library Learning Commons, and a library.

Singapore Campus

Students at the CIA Singapore enjoy stellar state-of-the-art facilities on the Singapore Institute of Technology's (SIT) campus at Temasek Polytechnic. The campus includes teaching kitchens, the student-staffed Top Table Restaurant, and a library with more than 140,000 volumes of texts and e-resources covering subjects ranging from applied science to wine. Students also have access to sports facilities, student services, meeting rooms, and computer labs.

College Awards

CIA excellence is widely recognized in the industry and community, and the following is just a sampling of the most recent accolades the college has received:

Administration

- **International Woman of the Year Award, Business Category, American Women's Association of Singapore** Managing Director Eve Felder '88
- **The Power List: The 50 Most Powerful People in Foodservice, *Nation's Restaurant News*** President Tim Ryan '77, 2014

- **Visionary Award, Hudson Valley Economic Development Corporation** President Tim Ryan '77, 2014
- **Best of Show Medals, Société Culinaire Philanthropique Salon of Culinary Art** CIA faculty and students, 2011–2014
- **Farm-to-Table Award, *The Valley Table*** President Tim Ryan '77, 2013
- **Innovation Award, University of California, Los Angeles** President Tim Ryan '77, 2013
- **Lifetime Achievement Award, Foodservice Educators Network International** President Tim Ryan '77, 2012
- **Highest Leaf Award, Women's Venture Fund** Managing Director Eve Felder '88, 2011
- **Who's Who of Food & Beverage in America, James Beard Foundation** President Tim Ryan '77, 2010; Vice President—Strategic Initiatives and Industry Leadership Greg Drescher, 2005
- **Silver Plate Award, International Foodservice Manufacturers Association** President Tim Ryan '77, 2009
- **Sharing Culinary Traditions Award, American Academy of Chefs** President Tim Ryan '77, 2009
- **HeartSaver Award, American Heart Association** Safety Supervisor Lyle Burnett, Nurse Kelly O'Connor, Safety Dispatcher Al Seifert, and Safety Officer Carl Wilson, 2008

Faculty

- **San Antonio's Top Chefs, *San Antonio Express-News*,** Executive Chef/Instructor—Culinary Arts Geronimo Lopez-Monascal, 2014
- **Antonin Carême Medal, American Culinary Federation** Professor—Culinary Arts Lars Kronmark, 2013
- **Gold Medal, USA Culinary Cup Challenge Team Competition** Dean—Baking and Pastry Arts Thomas Vaccaro '85, 2013
- **Winner, Cochon 555 Cooking Competition** Professor—Culinary Arts Lars Kronmark, 2012
- **Prize of Honor, Société Culinaire Philanthropique Salon of Culinary Art** Associate Professor—Baking and Pastry Arts Todd Knaster, 2011; Professor—Baking and Pastry Arts Peter Greweling, 2010; CIA, 2008
- **Third Place, U.S. Finals of the World Chocolate Masters Competition** Professor—Baking and Pastry Arts Stephen Durfee, 2010
- **Hay-Nicolay Dissertation Prize, Abraham Lincoln Institute and Abraham Lincoln Association** Professor—Liberal Arts Robert Johnson, Jr., 2009
- **Chef Professionalism Award, Northeast Region, American Culinary Federation** Assistant Professor—Culinary Arts Rudy Speckamp, 2008

Restaurants

- **Achievement of Excellence Award, American Culinary Federation** The Bocuse Restaurant, 2014; American Bounty Restaurant, 2014; Ristorante Caterina de' Medici, 2014; Apple Pie Bakery Café, 2004
- **100 Top Restaurants Fit for Foodies, OpenTable.com** The Bocuse Restaurant, 2013
- **Best New Restaurant, Downtown Alliance San Antonio** Nao: New World Flavors, 2013
- **Two-Star Certification, Green Restaurant Association** American Bounty Restaurant, 2013
- **Great Wine Capitals Best of Wine Tourism Award** Rudd Center for Professional Wine Studies, 2014; Wine Spectator Greystone Restaurant, 2012
- **Clean Plate Award, *Restaurant Business*** Apple Pie Bakery Café, 2008

College

- **President's Medallion, American Culinary Federation** The Culinary Institute of America, 2014

- **President's Military Friendly School®**, *GI Jobs* CIA, 2011-2014
- **Taste Hall of Fame, The Taste Awards** The Culinary Institute of America, 2014
- **IACP Cookbook Award, International Association of Culinary Professionals** *Elements of Dessert*, 2014; *Baking and Pastry: Mastering the Art and Craft*, 2nd edition, 2010
- **Best Conference App of the Year, Cvent Planner Awards** Worlds of Flavor International Conference and Festival, CIA at Greystone, 2013
- **Outstanding Design**, *American School & University* Student townhouses, 2013
- **Top 10 Cookbooks of 2012, StarChefs.com** *The Elements of Dessert*
- **Faces of Diversity Inspiration Award, National Restaurant Association** CIA, 2011
- **Headliner Award, Green-Friendly Organization, Dutchess County Regional Chamber of Commerce** CIA, 2011
- **Gold Level Leadership in Energy and Environmental Design (LEED) Certification, U.S. Green Building Council** Vineyard Lodge II, 2010
- **Best Books of 2010, Wine & Spirits magazine** *Exploring Wine*

Gainful Employment Data (Certificate Programs)

In accordance with U.S. Department of Education reporting guidelines, information pertaining to potential occupations, job placement rates, program on-time completion rate, and other relevant employment data for the certificate programs in Accelerated Culinary Arts and Accelerated Wine and Beverage offered at the California campus may be found on the CIA website at www2.ciachef.edu/gainful-employment-acap and www2.ciachef.edu/gainful-employment-awbp.

Location of Information

Information pertaining to subjects important to CIA students is available in campus publications and other printed materials. Most of the information can also be found on the Consumer Information page of our website at www.ciachef.edu/consumer-information. The table that follows, in accordance with the federal Higher Education Act, is designed to help students locate information they may need.

INFORMATION	FORMAT	LOCATION
Description of available financial aid	Catalog and other printed material	Student Financial and Registration Services, website
Financial aid application procedure	Catalog and other printed material	Student Financial and Registration Services, website
Financial aid eligibility requirements	Catalog and other printed material	Student Financial and Registration Services, website
Selection criteria for aid recipients	Catalog and other printed material	Student Financial and Registration Services, website
Criteria to determine financial aid awards	Catalog and other printed material	Student Financial and Registration Services, website

Criteria for continued eligibility	Catalog and other printed material	Student Financial and Registration Services, website
Satisfactory academic progress and financial aid	Catalog and other printed material	Student Financial and Registration Services, website
Re-establishing eligibility for financial aid	Catalog and other printed material	Student Financial and Registration Services, website
Method and frequency of financial aid disbursement	Financial Aid Brochure and other printed material	Student Financial and Registration Services, website
Loan repayment information	Catalog and other printed material	Student Financial and Registration Services, website
Terms and conditions of federal student loans	Catalog and other printed material	Student Financial and Registration Services, website
General Federal Work-Study conditions	Catalog and other printed material	Student Financial and Registration Services, website
Federal Perkins and Federal Stafford exit counseling information	Exit Counseling Forms	Student Financial and Registration Services
Cost of attendance	Catalog and other printed material	Student Financial and Registration Services, website
Specific costs, charges, and fees	Catalog	Admissions Office, website
Refund policy	Catalog, Handbook, Enrollment Agreement	Admissions Office, website, Student Affairs Office, Student Financial and Registration Services
Refund distribution	Catalog, Handbook	Admissions Office, website, Student Affairs Office, Student Financial and Registration Services
Degree and certificate programs	Catalog	Admissions Office, website
Transfer of credit policies and articulation agreements	Catalog	Admissions Office, website
Instructional and physical facilities	Catalog	Admissions Office, website
Faculty and instructional personnel	Catalog	Admissions Office, website
Facilities for students with disabilities	Catalog	Admissions Office, website

Peer-to-peer file sharing policies	Catalog, Handbook	Admissions Office, website, Information Technology Department
Names, titles, and locations of employees available for information dissemination	Catalog, Handbook	Admissions Office, website, Student Affairs Office
Graduation rates	Report	Office of Assessment and Institutional Research, website
Degree and certificate placement data	Printed report	Career Services Office
Supporting accreditation documentation	Printed material, website	Office of Accreditation
Names of accrediting, approving, or licensing bodies	Catalog, website	Office of Accreditation, website
Institutional security policies and crime statistics*	Safety & Security Information Report	Campus Safety, Student Affairs Office, Human Resources, Residence Life, Admissions Office, Payroll Office, website
Campus emergency response information	Handbook, Safety & Security Information Report	Campus Safety, Student Affairs Office
Crime and fire information**	Daily crime and fire log	Campus Safety (New York and California)
Missing persons procedure	Handbook, Safety & Security Information Report	Campus Safety, Student Affairs Office
Fire safety information	Handbook	Campus Safety, Student Affairs Office
Vaccination policy	Catalog	Student Affairs Office, Admissions Office, website

* The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Contact Alice-Ann Schuster, associate vice president and dean of student affairs, at 845-451-1262 to request a hard copy of the statistics, which will be provided within 10 days, or view them at <http://ope.ed.gov/security>.

** The crime log for the most recent 60-day period is open for public inspection during normal business hours.

Academic Calendars

- U.S. campuses
- Singapore campus

Admissions

The Culinary Institute of America seeks candidates for its degree and certificate programs who can demonstrate academic competence and who have experience in the foodservice industry. Program start dates are offered throughout the year, and students may submit their application for admission year-round except where noted.

Associate and Bachelor's Degree Programs—U.S. Campuses

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are as follows:

1. **Students must have met all the requirements for a high school diploma or have a GED credential**
2. **Experience working in a professional foodservice establishment**

The CIA requires that students gain relevant experience before enrolling by working in a foodservice operation, by completing culinary classes during high school or postsecondary school, or by completing college- or polytechnic-level culinary courses. Time requirements vary by type of experience. This experience requirement is designed to help students understand the realities of working in the foodservice industry.

Foodservice and hospitality is a rewarding and challenging profession, and we want to make sure our students are confident in their career choice. The following describes some of the ways prospective students can gain this experience.

Relevant Work Experience

- Work in the back-of-the-house (prep cook, line cook, pastry cook, or dishwasher) or the front-of-the-house (server, hostess, expeditor, bartender, or busser) at a non-fast-food establishment with a professional kitchen, such as a restaurant, café, bakery, hospital, or corporate foodservice environment for at least six months for 10–15 hours per week.
- Do a culinary/baking apprenticeship for at least six months for 10–15 hours per week.
- Work for a caterer—their hours are usually more flexible—in a back-of-the-house or front-of-the-house position for at least six months for 10–15 hours per week.
- Volunteer to work for a soup kitchen, hospital, or the like in a back-of-the-house or front-of-the-house position for at least six months for 10–15 hours per week.
- Successfully completed a diploma in culinary and catering management, leisure and resort management, or hospitality and tourism management (Singapore campus).

Relevant Classwork Alternatives

- Attend a high school or postsecondary culinary/baking program that operates a restaurant that is open to the public, faculty/staff, or students a minimum of two days per week for at least six months of the school year for at least one school year.
- Attend a high school culinary/baking program that is active in ProStart, FCCLA, or SkillsUSA for at least one school year.
- Complete 12 credits of college- or polytechnic-level courses, including at least six credits from hands-on culinary/baking courses. The official college transcript will need to show a grade of at least "C+" for these hands-on culinary courses in order for the CIA to accept these courses as fulfilling the foodservice experience requirement.

Please note:

- For each of the ways to fulfill the experience through work, a letter of recommendation from either the supervisor or mentor is required that discusses the work fulfilled by the student and length of time worked. This letter satisfies the letter of recommendation requirement under Application Procedure.
- For the high school classwork alternative to fulfill the requirement, a letter of recommendation from the teacher is required discussing the program's involvement with SkillsUSA, FCCLA, or ProStart. This letter satisfies the letter of recommendation requirement under Application Procedure.
- For the college classwork alternative to fulfill the requirement, the official college transcript will verify the student's foodservice experience.
- This experience is not required to apply for admission—the requirement must be met before the student enters the CIA.

1. A medical exam

A complete medical examination is required within one year of the student's entry date. An exam form is supplied by the CIA (and is available from our website) for this purpose and must be completed and returned to Student Health Services for review by the school's medical staff. There are no exceptions to this requirement.

Application Procedure

The steps to apply for admission to the degree programs are as follows:

Freshman Applicants

1. Complete the application

- Read the application form carefully and complete all sections.
- Applicants with significant experience in the foodservice industry or who are career changers should consider including a copy of their résumé.
- A separate application form is required for Advanced Career Experience (ACE) applicants for the associate degree in culinary arts at the New York campus. ACE candidates must have 2.5 or more years of post-high school, full-time back-of-the-house foodservice experience to be eligible. The application is available at www.ciachef.edu/how-to-apply-ace. See AOS in Culinary Arts for Advanced Career Experience (ACE) Students for more information.

1. Complete the short essay questions

The questions can be found on the CIA website. Each response must be a minimum of 100 words.

1. **Enclose the nonrefundable application fee**

Include a check or money order for \$50 made out to The Culinary Institute of America.

1. **Ask for recommendations**

Letter(s) of recommendation should be submitted by the recommender to the CIA.

One recommendation is required. It must be from a foodservice employer describing the applicant's foodservice experience. Alternatively, for students in high school, it may come from an educator.

1. **Request official transcripts**

Applicants should ask all secondary and postsecondary schools they've attended to mail the student's **official** transcripts (not a student copy) directly to CIA Admissions.

- **For applicants who hold an equivalency diploma**, the official test scores must be submitted.
- **For high school students**, the transcript must be complete through the 11th grade, and indicate what courses they'll take in the 12th grade or show their marks for the 12th grade. Applicants must have met all the requirements for a high school diploma or have received an equivalency diploma to enroll at the CIA.
- **Applicants who have matriculated in a college-level degree program** and have completed the equivalent of 24 or more college credits are not required to submit a high school transcript. Academic transcripts are required for all colleges attended.

1. **Submit SAT and/or ACT scores**

The college strongly recommends that students who have taken the SAT and/or ACT include their scores, as they may help students qualify for a scholarship if submitted prior to acceptance.

1. **Send the required application materials to CIA Admissions**

Materials should be addressed to: Admissions Department, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.

Junior-Year Applicants

Recent CIA graduates or CIA students currently enrolled in our associate degree programs interested in pursuing a bachelor's degree program should contact the Center for Academic Advising for the appropriate form. CIA graduates of one year or greater should contact the Admissions Office.

Those students interested in the bachelor's degree program in culinary science must complete an application for admission to this program, available from the Center for Academic Advising or online on the student portal. The Culinary Science Admissions Committee will review the application package. Acceptances are based on all postsecondary school grades, CIA grades, and an essay, as well as responses to five critical essay questions. Applications will not be reviewed prior to the student's completion of the first semester of the sophomore year.

Students who do not meet the criteria for admission into the bachelor's degree in culinary science are eligible for the bachelor's degree programs in applied food studies, culinary arts management, or baking and pastry arts management.

Please note: Graduates of one of the CIA's associate degree programs who are applying for admission to one of the bachelor's degree programs may need to complete any associate-level courses that have been added to the curriculum since they graduated.

All Applicants—Points to Remember:

- Our Admissions Committee reviews all applications, which are valid for one year. Please note that the CIA does not return any materials sent as part of the admissions review process. **Do not submit original diplomas and certificates, as they will not be returned.**

- The applicant's prior educational record will be evaluated according to the difficulty of the program undertaken, class rank, and grade point average. Applicants who have vocational training in culinary arts and related disciplines are expected to have strong marks in these areas.
- The application is seen as a direct reflection the student and his or her interest, motivation, confidence, and academic ability. The CIA will note the student's initiative in expressing and documenting these areas in his or her application materials.
- The CIA has an experience requirement for admission. Please note that this experience is not required to apply for admission—the requirement must be met before the student enters the CIA.
- All prospective students must demonstrate their proficiency in the English language at a level adequate for success at the CIA. If a student's primary spoken language is other than English, the submission of TOEFL, IELTS, or PT Academic scores is required as part of his or her application. Please see International Students for details.
- Students may also apply for admission online at www.ciachef.edu/applynow.

Challenge Exam

A student can be awarded credit for Culinary Math (AOS) or Mathematics (AAS) by demonstrating knowledge of the course content acquired prior to enrolling at the CIA. This is achieved by earning a passing score on a challenge exam. The math challenge exam tests the concepts that are taught in Culinary Math and Mathematics.

The math challenge exam is recommended for students who:

- Have proven proficiency by having earned an AP math score of 3 or higher,
- Have taken a college-level math course but did not receive credit, or
- Feel confident that prior training or experience in math can fulfill the course requirement.

To receive credit for the Culinary Math or Mathematics course, a score of at least 72% on the math challenge exam is required.

It is highly recommended that students discuss their options with an advisor/counselor in the Admissions Office or Education Department.

For More Information

Please see General Admissions Information.

Bachelor's Degree Program—Singapore

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are:

1. **A diploma from a Singaporean polytechnic**

Transfer credits have already been mapped out for students with a diploma in culinary and catering management, hospitality and tourism management, or leisure and resort management. If graduates of these programs satisfy the transfer credit policy of the CIA (see Transfer Credit), they will receive credit for the courses already completed during their polytechnic education. These students will follow a typical sequence of courses, which can be found on the CIA Singapore website at www.ciachef.edu.sg.

Any other students who apply must have their transfer credits mapped specific to their previous diploma program, and may be required to take additional courses. Non-relevant diplomas and other applicants will be considered on a case-by-case basis.

1. **Work experience at a non-fast-food establishment with a professional kitchen**

Details on the experience requirement can be found under Admissions Process.

Application Procedure

The steps to apply for admission to the Bachelor's degree program in Singapore are as follows:

1. **Review the admissions procedure on the Singapore Institute of Technology's website (www.singaporetech.edu.sg)**

Admissions will be open for three months, January–March. During this time, prospective students will apply and their applications will be reviewed. If the Admissions Committee approves a student's application, he or she will be invited for a face-to-face interview. The purpose of the interview is to meet the student, get to know him or her, and better understand his or her passion for the food and hospitality industry.

1. **Ask for recommendations**

Two recommendations are required. One must be from an industry employer that describes the applicant's foodservice experience. The second must be a recommendation from a professional contact (e.g., employer, business associate, mentor), in order to give the Admissions Committee a greater understanding of the student's character and abilities.

To make it easier for a foodservice employer or professional contact to write the letter of recommendation, applicants can download and print the CIA's Letter of Recommendation Guidelines from www.ciachef.edu.sg and pass them along to the recommender.

For More Information

Please see General Admissions Information.

Certificate Programs

Admissions Process

The college has a selective admissions process whereby each candidate is evaluated individually. The basic requirements are as follows:

Program-specific requirements

ACAP—Offered at the California campus, the Accelerated Culinary Arts Certificate Program is open only to students who will have completed a bachelor's degree in hospitality management, restaurant management, food science, nutrition, or closely related field by June 1 of the year of their program date. We may consider other majors in the fields of marketing and public relations. Please submit a personal statement along with your application that speaks to your interest in this field and how your previous education prepares you for success.

Applicants must complete a college-level course or have equivalent work experience in food safety, sanitation, and basic food costing prior to beginning the ACAP.

AWBP—The Accelerated Wine and Beverage Certificate Program, offered at the California campus, is open to those individuals 21 years of age or older who have a serious interest in a professional career in wine, beverage, and service management in the hospitality industry. Prospective students must have completed an associate or bachelor's degree program.

Application Procedure

The steps to apply for admission to the ACAP or AWBP are:

1. **Complete the application**

- Read the application form carefully and complete all sections.
- Applicants with significant experience in the foodservice industry or who are career changers should consider including a copy of their résumé.

1. **Submit a Statement of Purpose**

Each certificate-seeking applicant is expected to complete a Statement of Purpose. This statement should be 300–500 words concerning your purpose for undertaking or continuing your study of culinary arts (for ACAP) or wines and beverages (for AWBP), your reasons for wanting to study at The Culinary Institute of America, and your professional plans and career goals. You also may explain any special circumstances applicable to your background and elaborate on relevant academic and/or professional achievements.

1. **Enclose the nonrefundable application fee**

Include a check or money order for \$50 made out to The Culinary Institute of America.

1. **Request a recommendation**

The letter of recommendation should be from a senior administrator or faculty member associated with the program from which the applicant has graduated or will graduate. Applicants who have been out of school for more than five years should substitute a letter of recommendation from their current employer.

1. **Request official transcripts**

Applicants should ask all secondary and postsecondary schools they've attended to mail the student's **official** transcripts (not a student copy) directly to CIA Admissions. Academic transcripts are required for all colleges the applicant has attended.

1. **Send the required application materials to CIA Admissions**

Materials should be addressed to: Admissions, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.

All Applicants—Points to Remember:

- Our Admissions Committee reviews all applications, which are valid for one year. Please note that the CIA does not return any materials sent as part of the admission review process. **Do not submit original diplomas and certificates, as they will not be returned.**
- The applicant's prior educational record will be evaluated according to the difficulty of the program undertaken, class rank, and grade point average. Applicants who have coursework in subjects related to the program for which they are applying are expected to have strong marks in these areas.
- The application is seen as a direct reflection the student and his or her interest, motivation, confidence, and academic ability. The CIA will note the student's initiative in expressing and documenting these areas in his or her application materials.
- All prospective students must demonstrate their proficiency in the English language at a level adequate for success at the CIA. If a student's primary spoken language is other than English, the submission of English language proficiency scores is required as part of his or her application. Please see International Students for details.

- Students may also apply for admission online at www.ciachef.edu/applynow.

Campus Visits

Prospective students are encouraged to come see the CIA firsthand. Admissions Information Sessions are scheduled throughout the year, giving prospective students a chance to talk with admissions representatives, faculty, and current students. Call 1-800-CULINARY or visit www.ciachef.edu for session dates.

General Admissions Information—All Programs

Technical Standards

In order to reflect the requirements and standards of the foodservice and hospitality industry, The Culinary Institute of America requires all students to meet certain essential functions/technical standards needed for successful completion of all phases of our education programs. To participate in and successfully complete the CIA's degree and certificate programs, each student, with or without reasonable accommodations, must be able to meet these standards, which can be found in the Technical Standards policy.

CIA Learning Strategies/Library Learning Commons staff members are also available to assist students with a disability in determining if their documentation is appropriate and current, and to answer any additional questions. For further information about our disability services, visit www.ciachef.edu or call 845-451-1219 or 845-451-1288 (NY), 707-967-2406 (CA), or 210-554-6465 (TX).

Withdrawal of Application

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided.

Articulation Agreements

The CIA has articulation agreements in place with other educational organizations, including high schools and National Student Organizations (NSOs). To obtain a list of participating organizations, please contact the CIA's director of admissions at the New York campus.

Transfer Credit

The CIA may allow an individual who has earned college credits at an accredited college and/or university and/or through select examinations and/or through the military and/or through life achievement to be awarded up to 36 credits towards his or her CIA degree(s). Because of the unique nature of the CIA's curricula, only select course work can be considered for transfer credit. The CIA does not accept transfer credits for laboratory courses (unless specifically negotiated under an articulation agreement) in culinary arts, baking and pastry arts, or hospitality and service management courses. Course work evaluated and deemed acceptable based on its content and comparability relative to standard college/university curricula will be awarded college transfer credit consistent with the CIA's Transfer Credit Policy.

Transfer credit requests are reviewed by the appropriate associate dean to determine the equivalency in content and level to CIA courses or categories. Transfer credit assignment to a particular major is dependent on the specific courses and distribution requirements deemed appropriate for transfer into that major.

Questions about transfer credit should be directed to the Center for Academic Advising at academicadvising@culinary.edu.

Approval Criteria

The following parameters must be met to transfer credit:

- A student may be eligible to receive up to 36 credits toward his or her degree for prior course work, certain examinations, military experience, and/or life achievement.
- Any course from another higher education institution for which transfer credit is requested must be from an accredited college and/or university and comparable to either a specific CIA course or a distribution requirement, as relevant to a particular major.
- A student must have completed the course to be transferred from another institution with a grade of "C" or better.

The following additional parameters also apply, as relevant:

- A student took the College Board AP exam and received a "4" or higher within the past five years.
 - The CIA will accept AP Calculus and AP Statistics if the student received a "3" or higher.
- A student took selected CLEP exams or DSST exams with qualifying scores as determined by the grading authority.
- A student took International Baccalaureate (IB) courses with qualifying scores as determined by the grading authority.
- A student will receive credit if he or she successfully completes the CIA Culinary Math Challenge Exam.
- A student may receive college credit for military courses evaluated by the American Council on Education (ACE). He or she may also receive college credit for military experience through the Life Achievement portfolio.
- A student may receive credit for life achievement for experiences outside traditional college courses that meet the learning objectives of those courses.
- Non-credit-bearing in-class or online courses will be considered only as part of a Life Achievement Portfolio.

Please note:

- Credits accepted for transfer may count toward the completion of degree requirements but are not calculated in a student's grade point average at the college.
- Tuition charges are assessed based on full-time study, with each semester ranging between 12–18 credits. Students who take fewer or more than the full-time course load will be charged according to the fee listed in Fees That May Be Assessed.
- Students who receive transfer credit and wish to supplement their semester courses may take an Independent Study course or elective with the permission of the appropriate academic dean.
- The transferability of credits you earn at the CIA is at the complete discretion of an institution to which you seek to transfer.

How to be Considered for Transfer Credit

Incoming students

To be evaluated for college course or AP transfer credit at the CIA, incoming students should follow the college's application procedure for admission:

- Complete the application for admission.
- Include **official** copies of all high school and/or college transcripts, if not previously sent.
- Submit the completed application and supporting documentation to:

Admissions Department
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499

Once the student has been accepted to the CIA and official transcripts are on file from previous institutions, he or she will automatically be reviewed for transfer credits. Within three weeks of acceptance, the college will e-mail the student with the results of the transfer credit evaluation.

Enrolled students

Students must have their **official** transcript(s) on file by the end of the first semester of their degree program to be considered for transfer credit. Official copies of all transcripts should be sent to the:

Center for Academic Advising
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499

Important note for all students

Once a student is enrolled in a degree program, the student is expected to complete the remainder of his or her degree requirements (after transfer credit has been awarded) at The Culinary Institute of America.

For further information on transfer credit, students should contact the Center for Academic Advising at transfercredits@culinary.edu.

Notice Concerning the Transferability of Credits Earned at the CIA

The transferability of credits you earn at The Culinary Institute of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn from the CIA is also at the complete discretion of the institution to which you seek to transfer. If the degree or certificate you earn at the CIA is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at the CIA will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the CIA to determine if your credits, degree, or certificate will transfer.

Life Achievement Portfolio

Students may be able to earn life achievement credit for select liberal arts and business management undergraduate courses if they can demonstrate that they have acquired the knowledge contained in those courses.

The successful candidate for life achievement credit must be at least 23 years old, have completed the first semester at the CIA, and have five years of relevant work, military, and/or life experience that have resulted in college-level learning. Candidates will be competent writers and have the time and energy to devote to the writing of a Life Achievement Portfolio. The portfolio includes a description of the student's life achievements and how these experiences allowed the student to acquire skills and knowledge of comparable value to what he or she could have acquired from specific courses at the CIA.

To explore their individual situations, interested students should first contact the Center for Academic Advising and meet with an advisor. If they receive approval to proceed with developing a portfolio, they will register for the Life Achievement Portfolio application on Moodle and be charged a fee of \$150. Over the course of a maximum of eight weeks, students—with the support of tutors from the Library Learning Commons, if needed—complete and submit their portfolio for evaluation.

A decision may result in an award of credit, a denial of credit requested, or a request for additional information. Students will be notified of the decision by the transfer credit coordinator. Appeals may be made to the appropriate academic dean.

Privacy of Application Records

Please see Privacy of Application Records.

Campus Transfers

In some instances, a currently enrolled associate degree student may seek a transfer of studies to or from the Hyde Park, NY; St. Helena, CA; or San Antonio, TX campuses. Please refer to the college's Policy on Transfers Between Campuses for the policy on campus transfers.

Readmission Policy

Individuals who have not been in attendance at The Culinary Institute of America (CIA) for 12 months or more will have the opportunity to complete their degree contingent upon successful readmission. Individuals wishing to apply to The Culinary Institute of America for readmission after an absence of 12 months or more must complete the appropriate application, including an essay, and submit all required documentation to CIA Admissions for consideration. Reinstatement of financial aid is not automatic upon readmission, and individuals must contact Student Financial and Registration Services directly to discuss aid.

Vaccinations

The Culinary Institute of America and New York, California, and Texas state law require proof of two MMR vaccines given on or after a student's first birthday or proof of immunity by an MMR titer lab test. In addition, the state of Texas requires vaccination against meningitis. If these requirements are not met, the student will need to be re-immunized. The CIA also requires vaccination against hepatitis A. Vaccination against hepatitis B is recommended but not required. Students should make arrangements with their healthcare provider to administer any required immunizations

during their required medical exam appointment prior to arrival on campus. Any follow-up vaccinations can be arranged through a provider local to campus.

International Students

Application

Application procedures are the same as those for applicants from the United States, with the exception of three additional requirements:

1. If the student's native language is other than English, he or she will be required to demonstrate proficiency in the English language as part of his or her application file through one of the following:
 - The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service. A minimum paper score of 550, CBT (computer-based test) score of 213, or iBT (Internet-based test) score of 80 (with a minimum of 20 in each section) is required. For information on test dates and locations, write to TOEFL, Box 6151, Princeton, NJ, 08541, USA; e-mail toefl@ets.org; visit www.toefl.org; or call 609-771-7100; or
 - The International English Language Testing System (IELTS), co-sponsored by the English testing entity of the University of Cambridge, and British and Australian organizations. A minimum overall score of 6.0 is required. For information, write to IELTS, Inc., 100 East Corson Street, Suite 200, Pasadena, CA 91103, USA; e-mail ielts@ceii.org; visit www.ielts.org; or call 626-564-2954.
 - The PTE Academic, an English language-readiness test by Pearson. A minimum score of 53 is required. For more information, visit <http://pearsonpte.com/test-takers/test/>.
1. The following is necessary for international students to obtain their Certificate of Eligibility (Form I-20):
 - The student's sponsor(s) must provide the Admissions Department with valid Affidavits of Support (Form I-134) verifying that funds will be available for all educational and living expenses while the student is studying in the United States, or
 - The student may choose to provide a bank statement indicating sufficient funds on account and a cover letter from the holder of the account stating his or her intent to provide the student's tuition and living expenses for the duration of his or her studies in the United States.
1. Students must provide a copy of their passport showing their personal information page (to ensure accurate processing of Form I-20).

Please note: All documentation must be in English. If originals are in another language, they must be translated before they are submitted to the CIA.

Visa Requirements (Degree Programs)

The degree programs require an F-1 student visa. International students who hold an F-1 student visa and are enrolled in these programs may:

- Work on campus for a maximum of 20 hours per week with authorization by the school official.
- Complete the required externship in the U.S. with authorization by the school official. Employment authorization is job-specific.
- Accept part-time employment off campus after nine months of full-time study with authorization from the Department of Homeland Security (DHS) via the application process. The time worked will be deducted from post-completion employment.
- Accept full-time employment—for up to 12 months after completion of studies—with authorization from the DHS via the application process, which takes approximately three months.

All of the above employment opportunities require a Social Security number. This application process takes 10–20 days, with authorization from the school official, and an offer of employment.

Note: Canadian citizens do not need a visa to enter the U.S., but must have a passport. A student should present the passport, Form I-20 A-B, and financial documentation at the Canadian/U.S. border.

Visa Requirements (Certificate Programs)

The certificate programs require an M-1 student visa. The M-1 visa does not allow students to work in the United States during their education, and is not acceptable for employment in the U.S. following graduation.

Students may apply for employment authorization after completion of studies based on one month of employment for every four months of study.

Medical Insurance

All F-1 and M-1 students are required to have medical insurance while in the U.S. The college strongly recommends that international students obtain a medical insurance plan before they leave that will cover their health costs in this country.

F-1 and M-1 students may also want to secure coverage for mental health care, prescriptions for any chronic illness, and dental care, as these are not necessarily included in basic medical insurance policies. Students should consider their overall needs and well-being as they select a health plan that is right for them. Also, most plans require participants to pay for a portion of their care, so access to some cash or credit is still important.

Externship

Please see International Students.

Tuition and Fees

The CIA is dedicated to keeping costs to students as low as possible while maintaining the high quality of its programs, services, and facilities. Tuition and fee information and policies for the **CIA campuses in the United States for 2015–2016 begin below**. Tuition and fee information and policies for the **Singapore campus begin below**.

2015–2016 Tuition/Fee Schedule—Degree Programs (New York)

New York Campus

Effective August 1, 2015

	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$13,965	\$13,965	\$13,965	\$13,965
Application	\$50			
Confirmation [#]	\$100			

Supplies	\$1,540 [†] / \$1,365 ^{††}		\$480 [‡] / \$510 ^{‡‡}	
Board**	\$1,400	\$1,400	\$1,400	\$1,400
General Fee [®]	\$660	\$660	\$660	\$660
Total	\$17,715/ \$17,540	\$16,025	\$16,505/ \$16,535	\$16,025

	First Semester Junior	Second Semester Junior	First Semester Senior	Second Semester Senior
Tuition*	\$13,965	\$13,965	\$13,965	\$13,965
Board	\$1,400	\$1,400	\$1,400	\$1,400
General Fee [®]	\$660	\$660	\$660	\$660
Total	\$16,025	\$16,025	\$16,025	\$16,025

Note: Students who take the Global Cuisines and Cultures course will be subject to an additional charge. See Global Cuisines and Cultures for details.

2015–2016 Tuition/Fee Schedule—Degree Programs (California)

California Campus

Effective August 1, 2015

	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$13,965	\$13,965	\$13,965	\$13,965
Application	\$50			
Confirmation [#]	\$100			
Supplies	\$1,540 [†] / \$1,365 ^{††}		\$480 [‡] / \$510 ^{‡‡}	
Board**	\$1,400	\$1,400	\$1,400	\$1,400
General Fee [®]	\$620	\$620	\$620	\$620
Total	\$17,675/ \$17,450	\$15,985	\$16,465/ \$16,495	\$15,985

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- # The non-refundable confirmation fee is due upon signing of the enrollment agreement and payment of the \$200 advance deposit on tuition.
- † First-semester supplies for culinary arts freshmen include culinary tool kit, textbooks, and uniforms.
- †† First-semester supplies for baking and pastry arts freshmen include baking and pastry tool kit, textbooks, and uniforms.
- ‡ Fourth-semester supplies for culinary arts students.
- ‡‡ Fourth-semester supplies for baking and pastry arts students.
- ** Board includes two meals per day on scheduled class days.
- ® The general fee includes charges such as student activity and exam fees.

Note: In addition to the fees listed above, California residents, or students enrolled at the California campus, may be subject to a nonrefundable STRF fee. For students who enroll after January 1, 2015, the fee is \$0 (zero) per \$1,000 of institutional charges. The STRF rate is subject to change based on the balance in the STRF account. Please see Student Tuition Recovery Fund (STRF) Fee for more information.

2015–2016 Tuition/Fee Schedule—ACAP and AWBP (California)

California Campus

Effective August 1, 2015

	First Semester Freshman	Second Semester Freshman
Tuition*	\$13,965	\$13,965
Application	\$50	
Confirmation#	\$100	
Supplies	\$1,190†/ \$1,270††	
Board**	\$1,400	\$1,400
General Fee®	\$620	\$620
Total	\$17,325/ \$17,405	\$15,985

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.

- # The non-refundable confirmation fee is due upon signing of the enrollment agreement and payment of the \$200 advance deposit on tuition.
- † First-semester supplies for ACAP students.
- †† First-semester supplies for AWBP students.
- ** Board includes two meals per day on scheduled class days.
- ® The general fee includes charges such as student activity and exam fees.

Note:

In addition to the fees listed above, California residents, or students enrolled at the California campus, may be subject to a nonrefundable STRF fee. For students who enroll after January 1, 2015, the fee is \$0 (zero) per \$1,000 of institutional charges. The STRF rate is subject to change based on the balance in the STRF account. Please see Student Tuition Recovery Fund (STRF) Fee for more information.

Tuition/Fee Schedule—Degree Programs (Texas Campus)

Texas Campus

September 8, 2015 and January 5, 2016 entry dates

	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$13,965	\$13,965	\$14,535	\$14,535
Application	\$50			
Confirmation [#]	\$100			
Supplies	\$1,540 [†] / \$1,365 ^{††}		\$485 [‡] / \$520 ^{††}	
Board**	\$700	\$700	\$710	\$710
General Fee [®]	\$325	\$325	\$330	\$330
Total	\$16,680/ \$16,505	\$14,990	\$16,060/ \$16,095	\$15,575

May 3, 2016 entry date

	First Semester Freshman	Second Semester Freshman	First Semester Sophomore	Second Semester Sophomore
Tuition*	\$13,965	\$14,535	\$14,535	\$15,120
Application	\$50			
Confirmation [#]	\$100			

Supplies	\$1,540 [†] / \$1,365 ^{††}		\$485 [‡] / \$520 ^{‡‡}	
Board**	\$700	\$710	\$710	\$720
General Fee [®]	\$325	\$330	\$330	\$335
Total	\$16,680/ \$16,505	\$15,575	\$16,060/ \$16,095	\$16,175

- * Full-time tuition is per semester, with each semester ranging from 12–18 credits.
- # The non-refundable confirmation fee is due upon signing of the enrollment agreement and payment of the \$200 advance deposit on tuition.
- † First-semester supplies for culinary arts freshmen include culinary tool kit, textbooks, and uniforms.
- †† First-semester supplies for baking and pastry arts freshmen include baking and pastry tool kit, textbooks, and uniforms.
- ‡ Supplies for culinary arts students.
- ‡‡ Supplies for baking and pastry arts students.
- ** Board includes one meal per day on scheduled class days.
- ® The general fee includes charges such as exam fees.

Please note:

The tuition and fees for programs at the CIA San Antonio campus whose entry dates fall in the 2016–2017 academic year are shown in the chart above. As required by the state of Texas, the costs for a student's entire program are presented.

Residence Hall Rates

On-campus housing is available to students at the New York and California campuses. Rates per semester are as follows:

New York Campus

Single-occupancy room	\$4,025
Double suite—townhouse or lodge	\$3,675
Double with bath	\$3,540
Double or quad—Hudson Hall	\$3,200

California Campus

Single-occupancy room	\$4,560
Double-occupancy room	\$3,675
Triple-occupancy room	\$2,995
Quadruple-occupancy room	\$2,995
Off-campus two-bedroom apartment	\$4,025

Texas Campus

Tobin Lofts (off campus):

Single-occupancy room	\$3,400
Double-occupancy room	\$3,270

(Bachelor's concentration students only)

Fees That May Be Assessed

Part-time and overload fees (per credit)*	\$931
Re-registration fee	\$60†
Late registration fee	\$75
Late registration fee, externship	\$100
Late payment fee	\$75

* For students who take fewer than 12 credits or more than 18 credits

† Payment will be considered late five days after payment due date.

Freshman/Sophomore Makeup Fees:

Re-registration	\$60
Course repeat due to failure (per credit)	\$931

In most cases, the cost to retake a failed class is not covered by financial aid. In addition, additional room and board fees may apply. Please check with Student Financial and Registration Services to determine the impact of any schedule change.

Sample of Makeup Charges:

1.5 credits (failure)	\$1,676.50*
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3 credits (failure)

\$3,073*

**Includes estimated board fee for 14 days.*

Global Cuisines and Cultures

Students in the bachelor's degree programs may take a three-credit elective in Global Cuisines and Cultures. The costs for these trips are subject to change based on seasonal costs and exchange rates at the time of booking. Rates will be announced prior to registration for the course and currently average \$5,000 per trip.

Student Tuition Recovery Fund (STRF) Fee

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be \$0 (zero) per \$1,000. Therefore, all institutions required to collect STRF assessments from students will cease doing so until notified by the California Bureau of Private Postsecondary Education to resume such collections.

The following is disclosed to students in accordance with the California Bureau of Private Postsecondary Education:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.*

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

**A student whose costs are paid to the college by a third-party payer should alert the Student Financial and Registration Services prior to the first tuition payment to avoid unnecessary charges.*

Meals—Board

Board is a required fee for all students and is considered a valuable part of the culinary education. Students are encouraged to evaluate the basic techniques involved in both the preparation and the service of food.

New York Campus

The meal plan uses a points system, and the board charge of \$1,400 per semester provides points equivalent to two meals per day on scheduled class days. Based on their current year of study, students are enrolled in one of four plans, each offering the same number of points, but which vary in terms of where and when they may be redeemed. Additional points can be purchased through supplemental plans to enable students to buy extra meals and snacks, including on the weekend. Meal plan points are distinct from and in addition to Culinary Cash.

California Campus

The cost per semester is \$1,400 for the standard meal plan, which includes two meals per day on scheduled class days. There are two common kitchen facilities available in the Vineyard Lodge Housing Center for students to use in preparing meals outside of class time.

Texas Campus

The cost per semester is \$700, which includes one meal per instructional day based on class schedules.

Culinary Cash

New York Campus

Along with meals covered by the board fee, the college offers students the opportunity to purchase Culinary Cash. A minimum cash deposit in the amount of \$25 is all that is needed to get started in the program. **Culinary Cash is mandatory for all students who wish to print any material from the student computer labs.**

The Culinary Cash program gives students the convenience, flexibility, and security of cash-free transactions by enabling them to use their CIA student ID like a debit card at selected sites on campus such as restaurants and the library. Culinary Cash can also be used to buy tickets from the Student Activities Office. As an added convenience, students and their families may set up and add funds to their Culinary Cash account using our online deposit system, GET Funds. This system is available 24/7 and accepts MasterCard, Visa, Discover, or debit cards as payment options.

At the end of a student's academic career, any balance in his or her Culinary Cash account will be transferred to the student's tuition account and applied to outstanding financial obligations. If the remaining balance is more than \$10, a refund must be requested via the Student Financial and Registration Services—Express Office. Unclaimed balances will be transferred to the Student Activities fund.

Payment Policy

A student's account balance must be paid in full 14 days prior to the start of any new semester. To avoid any additional charges, students must pay one-half of tuition 60 days prior to the beginning of each semester. This payment is an indication of students' preparedness to pay and their financial commitment to the college. Financial aid, which is not paid until students start their semester, cannot be used to meet the one-half-of-tuition payment requirement. For students with financial aid, half tuition or their balance— whichever is less—must be paid 60 days prior to their start date.

Sample Tuition Payment Schedule

First Semester, Freshman Year:

Advance deposit (due upon receipt of Enrollment Agreement)	\$200
One-half of tuition (due 60 days prior to semester start date)	\$6,782.50
Unpaid balance (due 14 days prior to semester start date)	\$6,982.50
Total, per semester	\$13,965

First Semester, Junior Year:

Advance deposit (due upon receipt of Enrollment Agreement)	\$300
One-half of tuition (due 60 days prior to semester start date)	\$6,682.50
Unpaid balance (due 14 days prior to semester start date)	\$6,982.50
Total, per semester	\$13,965

All Other Semesters:

One-half of tuition (due 60 days prior to semester start date)	\$6,982.50
Unpaid balance (due 14 days prior to semester start date)	\$6,982.50
Total, per semester	\$13,965

Notes:

- Residence hall fees and all required fees are due 14 days prior to the semester start date.
- Payment for Global Cuisines and Cultures will be expected within the semester in which you take the elective, even if you're taking the elective at the end of the term.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

A full refund will also be made to any student who cancels enrollment within his or her first three scheduled class days, except that the college may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Withdrawal Refund Policy (New York and California)

New York and California Campuses

Students can cancel their enrollment in writing at any time. Suspension for any reason is considered a withdrawal. In computing tuition refunds, the last date of class attendance will be considered the date of withdrawal or termination. Refunds will be issued as follows:

Cancellation and Withdrawal from Travel Programs

Students who fail to cancel their travel arrangements 90 days prior to their travel date will be responsible to reimburse the college for non-recoverable travel expenses. The college works very hard to recover expenses that have already been paid on behalf of the student, but we cannot guarantee our providers will reimburse us. This policy also applies to cancellation for medical reasons.

Residence Hall Fee Refunds

Residence hall fees are refundable on a prorated basis only when the CIA is able to fill the vacancy.

Board Fee Refunds

Board fees are refundable on a prorated basis.

Tuition Refunds

At least 90 days prior to registration or within three days of signing enrollment agreement	Full tuition refund
Within the first three days of the first semester, if the student has not toured the campus	Full tuition refund
Prior to the start of any semester	Full tuition refund less \$100

Refund for First Semester:

Days 1–2	100% of tuition less \$100
Days 3–7	90% of tuition less \$100

Days 8–14	80% of tuition less \$100
Days 15–21	70% of tuition less \$100
Days 22–28	60% of tuition less \$100
Days 29–35	50% of tuition less \$100
Days 36–42	40% of tuition less \$100
Days 43–70	No refund is due

Refund for Subsequent Semesters:

Day 1	100% of tuition less \$100
Days 2–7	90% of tuition less \$100
Days 8–18	55% of tuition less \$100
Days 19–35	30% of tuition less \$100
Days 36–70	No refund is due

The college will credit to the student account any tuition amount due as indicated above, and will pay any balance due to the student from unliquidated tuition deposits within 30 days of the date the college determined the withdrawal.

New, unused equipment may be returned to the college's Central Issuing Department (New York campus) or the student affairs manager (California campus) within 20 days of withdrawal for credit to the student account. Uniforms that have been embroidered with the student's name may not be returned. Students who have a prolonged illness will receive a full, proportional refund from the college.

Withdrawal Refund Policy (Texas)

Texas Campus

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last date of attendance, if the student is terminated by the college,
 - b. The date of receipt of written notice from the student, or
 - c. Ten school days following the last date of attendance.
1. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the college, not more than \$100 in any administrative fees charged shall be retained by the college for the entire program.
2. If a student enters a program and withdraws or is otherwise terminated, the college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if he or she has completed 75 percent or

more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹

3. Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the college can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
4. A student who withdraws for a reason unrelated to his or her academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the college,
 - b. If the course of instruction is discontinued by the college and this prevents the student from completing the course, or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the college, or representations by the owner or representatives of the college.

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

1. Refund policy for students called to active military service—A student of the college who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which he or she is enrolled:
 - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn—military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

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

Treatment of Title IV Aid when a Student Withdraws

The law specifies how the college must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Stafford Loans, Parent Loan for Undergraduate Students (PLUS), Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and, in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS Grants to students.

When students withdraw during their period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If a student received (or the college or a parent received on his or her behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he or she earned, the excess funds must be returned by the college and/or the student.

The amount of assistance that the student earned is determined on a pro rata basis. For example, if the student completed 30% of his or her period of enrollment, the student earns 30% of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60% of the period of enrollment, the student earns all the assistance that he or she was scheduled to receive for that period.

Students who did not receive all of the funds they earned may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so they don't incur additional debt. The college may automatically use all or a portion of this post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees, and room and board charges (as contracted with the college); for other college charges, the college needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission (which some colleges ask for when the student enrolls), the student will be offered the funds.* However, it may be in the student's best interest to allow the college to keep the funds to reduce his or her debt at the college.

There are some Title IV funds that students are scheduled to receive that they cannot earn once they withdraw because of other eligibility requirements. For example, first-time, first-year undergraduate students who have not completed the first 30 days of their program before they withdraw will not earn any Direct loan funds they would have received had they remained enrolled past the 30th day.

For students who receive (or the college or a parent receives on their behalf) excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of

1. the student's institutional charges multiplied by the unearned percentage of their funds, or
2. the entire amount of excess funds.

The college must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the college is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that students must return, students (or your parent, for a PLUS) repay in accordance with the terms of the promissory note. That is, students make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The amount of a grant overpayment that a student must repay is half of the unearned amount. Students must make arrangements with the college or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the college may have. Therefore, students may still owe funds to the college to cover unpaid institutional charges. The college may also charge students for any Title IV program funds that the college was required to return.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the web by visiting www.studentaid.ed.gov.

The college will make available upon request examples of the application of our refund policies.

*Unless otherwise notified, the college will use current-semester financial aid in excess of current-semester institutional charges to pay other miscellaneous college charges, such as parking fines and residence hall damages. If you do not want the excess financial aid applied in this manner, you must notify Student Financial and Registration Services in writing.

Credit Balances

Credit balances will be refunded upon request or automatically refunded within 14 days of the date the credit occurs on the student's account and are processed by Student Financial and Registration Services at the New York campus. Refund checks will be distributed:

- For pickup in Student Financial and Registration Services—Express Office (NY)
- For pickup in the Education Office (CA)
- Via mail to the student's billing address (TX)

All other refunds will be mailed to the last known billing address.

Note that the law requires that any excess PLUS funds be returned to the parent. If a school determines that PLUS funds created a credit balance, the credit balance would have to be given to the parent. The CIA will refund the parent when the PLUS is the only payment on the account and the PLUS disbursement is more than the student's institutional charges. See Federal Direct Parent Loan for Undergraduate Students (PLUS) to learn more.

Tuition Installment Plan

The Culinary Institute of America, in partnership with Tuition Management Systems (TMS), is pleased to offer payment choices to help students afford their college education expenses. This interest-free monthly payment option allows students to maximize their savings and income by spreading their college education expenses over equal monthly payments. The student's only cost is a \$60 enrollment fee. For more information, call Tuition Management Systems at 1-800-343-0911, or visit www.ciachef.afford.com.

Singapore Campus

For students admitted to the CIA bachelor of professional studies in culinary arts management program through the SIT partnership in AY2015–2016, the annual tuition fee is fixed at the AY2015–2016 rate for the duration of their degree program. The Ministry of Education (MOE), Singapore provides tuition grants that cover a substantial portion of the full tuition fees to eligible students. Students who receive the tuition grant are required to pay only the subsidized tuition fee. More information is available at www.singaporetech.edu.sg/tuition-fees/tuition-grant-2.

The figures that follow apply only to students who enrolled in the August 2015 entry date.

Tuition Fees for AY2015–2016

All figures listed are in Singaporean dollars.

Singapore Citizens (Subsidized Tuition Fee):

Per Annum	Per Semester	Per Credit
\$S12,150	\$S6,075	\$S310

Singapore Permanent Residents
(Subsidized Tuition Fee):

Per Annum	Per Semester	Per Credit
S\$23,500	S\$11,750	S\$600

International Students

Per Annum	Per Semester	Per Credit
S\$30,400	S\$15,200	S\$760

Non-Subsidized Tuition Fee:

Per Annum	Per Semester	Per Credit
S\$40,200	S\$20,100	S\$1,005

Tuition fees for each semester will be charged based on the following:

- Less than 16 credits—Credit charging applies
- 16 to 22 credits—Normal semester fees apply
- More than 22 credits—Normal semester fees plus credit charging for additional credits

Fees will be billed in advance of each semester. Adjustments will be made in the next billing if there are changes to the number of credits taken in the prevailing semester.

Please note:

- All amounts quoted are exclusive of GST (goods and services tax).
- For students paying subsidized fees, GST on the tuition fees will be subsidized by the Ministry of Education (MOE).
- For students paying non-subsidized fees, GST on the tuition fees is to be borne by the student.

Tuition fees are locked in for normal candidature of study. Students requiring more semesters of study to complete their program of study will be subjected to revised fees of the respective semesters.

For further details, please refer to the Singapore Institute of Technology website (Singapore Institute of Technology website) under the Tuition Fees tab.

Miscellaneous Fees

In addition to the tuition fees, students are required to pay miscellaneous fees upon matriculation to SIT. These fees include a registration fee and an annual recurring fee that is payable at the beginning of each academic year.

These fees are charged after a subsidy from SIT and cover matriculation, student activities, library and sports facilities, and insurance, as well as academic-related services.

Miscellaneous Fees for AY2015–2016 after subsidy from SIT (Fees quoted are inclusive of GST)

Nationality	Matriculation Fee*	Annual Fee
Singapore Citizens	S\$53.50	S\$256.80
Permanent Residents	S\$53.50	S\$310.30
International Students	S\$53.50	S\$342.40

Students who withdraw or apply for a leave of absence from SIT after the start of a semester/trimester are liable for the payment of fees (tuition and miscellaneous fees).

Miscellaneous fees are subject to revision from year to year and are paid yearly.

*Registration Fee: This one-time, nonrefundable fee of \$53.50 (inclusive of GST) goes towards the SIT student orientation and matriculation. This fee will be charged upon matriculation.

Incidental Fees

CIA students also have incidental fees as follows (fees listed are estimated).

Culinary/Service Uniform/Safety Shoes/Black Dress Shoes:	S\$610
Graduation Coat, Knife Kit, and Textbooks:	S\$1,713
General Fees (Practicals and Graduation Fee):	S\$600
Global Cuisines and Cultures Trip:	S\$8,000–S\$10,000

Payment of Fees

Please note the following:

- Students who do not sign the tuition grant agreement or who are not eligible for the tuition grant will have to pay non-subsidized tuition fee.
- Fees (tuition fees and compulsory miscellaneous fees) are payable by students on a semester basis.
- Students who withdraw or apply for leave of absence from SIT after the start of a semester are liable for the payment of fees (tuition and miscellaneous fees).
- National Servicemen whose enrollment in the CIA Singapore is delayed by one or two years because of National Service commitment are allowed to enjoy a one- or two-year lag in the payment of the subsidized tuition fee. The fee payable will depend on the year the student accepted a place at the CIA. For example, if a student was offered admission in AY2014 and accepted the offer, the student pays the subsidized tuition fee applicable for AY2014 when the student joins the CIA Singapore in AY2016. If the student had re-applied for a new program in AY2015, he or she will still pay the subsidized tuition fee applicable for AY2014 regardless of the second application outcome.
- A late payment charge of S\$50 (after GST) will be imposed on students for overdue payments.

Withdrawal Refund Policy (Overseas Immersion Program)

Cancellation and Withdrawal from Travel Program (Overseas Immersion Program)

Students who fail to cancel their travel arrangements 90 days prior to their travel date will be responsible to reimburse the CIA for non-recoverable travel expenses. The CIA works very hard to recover expenses that have already been paid on behalf of the student, but we cannot guarantee our providers will reimburse us. This policy also applies to cancellation for medical reasons.

Financial Aid

Financial aid is available for those who qualify and are attending **one of our three U.S. campuses**. Financial aid is awarded through a combination of federal, state, institutional, and private scholarships, grants, loans, or Work-Study funds. The awards (except for Work-Study) are credited to the student's account each semester and may only be given directly to the student if all obligations to the college have been met. Priority for federal grants, loans, and Work-Study is given to students showing the greatest need as demonstrated by the Free Application for Federal Student Aid (FAFSA). For more information about financial aid, watch our videos at ciachef.financialaidtv.com.

Applying for Aid

To apply for aid, students must file the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. The CIA's federal code is 007304. Students selected for verification will be asked to provide additional information, such as official IRS transcripts of their or their parents' federal tax returns, to Student Financial and Registration Services (SFRS).

How Need is Determined

Financial need is determined by subtracting the expected family contribution (EFC)—as determined by the FAFSA—from the college cost of attendance. The difference between the college cost of attendance and expected family contribution represents a student's financial need.

Cost of Attendance

In addition to the fixed direct cost listed in the Tuition and Fees section of this catalog, the CIA is required to estimate a cost of attendance (COA) that includes indirect costs such as personal expenses and transportation. While the COA can be one of the more confusing aspects of the financial aid process, it gives the student and his or her family an idea of what costs might be incurred beyond tuition and fees so they can plan accordingly. It is important to differentiate between direct and indirect costs, as indirect costs are simply estimates used by SFRS during the awarding process to determine a student's financial need, while direct costs are actual amounts that will be charged to the student's account.

Keep in mind that SFRS can only award students an amount of aid equal to or less than their associated cost of attendance budget. Students who have questions regarding their budget, would like consultation in planning their budget, or would like copies of the cost of attendance should contact SFRS.

Student Eligibility Responsibility

To be eligible for federal or state financial aid, students must not owe repayment on a federal or state grant, or be in default on any federal student loan. In addition, students must be making satisfactory progress in the academic program as outlined in Satisfactory Academic Progress.

Satisfactory Academic Progress

In order to maintain eligibility for financial aid, a student must maintain satisfactory academic progress, which is measured quantitatively and qualitatively each academic term. For a student to be making satisfactory academic progress, he or she must meet the following cumulative grade point average (GPA), completion rate, and pace of completion standards.

Minimum GPA

First semester of freshman year	1.75
All subsequent semesters (associate and bachelor's levels)	2.0
Certificate programs	2.0

Completion Rate

Students must maintain a 67% completion rate. This rate is determined by the following calculation:

$$\begin{aligned} & \text{Credits completed with a passing grade} \\ & \div \text{Credits attempted} \\ & = \text{Completion rate of at least 67\%} \end{aligned}$$

Pace of Completion

A student may attempt no more than 150% of the credit hours required by his or her program:

Associate Degree Programs—Maximum Credits Attempted

- Culinary Arts—103
- Baking and Pastry Arts—103

Bachelor's Degree Programs—Maximum Credits Attempted

- Culinary Arts Management or Baking and Pastry Arts Management—198
- Culinary Science—198
- Applied Food Studies—180

Certificate Programs—Maximum Credits Attempted

Accelerated Culinary Arts—45

Accelerated Wine and Beverage—45

Financial Aid Status

Students not meeting satisfactory academic standards for a given academic term, as outlined above, are notified in writing and will be placed on financial aid warning for one semester for which they may receive their aid. At the end of the warning semester, satisfactory academic progress will be reviewed. If the student meets the minimum standards as outlined, the warning status will be lifted. If minimum standards are not met, the student will forfeit his or her future eligibility for financial aid and will be notified in writing. Students who have not maintained eligibility to receive financial aid due to unsatisfactory academic progress may appeal for one additional semester of probationary eligibility. The student must include an academic improvement plan outlining the steps the student will follow to improve his or her GPA and/or completion rate. This plan must be signed by the student success coordinator for students attending the New York campus, the manager of the Learning Strategies Center for students attending the California campus, or the learning strategist for students attending the Texas campus. Appeals must be submitted to Student Financial and Registration Services at the New York campus within 10 business days after receiving the notice of action taken for the committee to review. The decision of the committee is final. Late or incomplete appeals will not be accepted or reviewed.

Reinstatement of Aid

If a student is readmitted, reinstatement of aid is not automatic. The student must submit a letter to Student Financial and Registration Services requesting reinstatement of aid for the college to consider. In order to remain eligible for aid, students must meet the minimum academic progress standards as outlined or lose eligibility for the following semester.

Aid Suspension Due to Drug Conviction

The Higher Education Act of 1965, as amended, suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. Students who have a conviction for this offense should call the Federal Student Aid Information Center at 1-800-433-3243 or go to www.fafsa.ed.gov, click "Before Beginning a FAFSA" in the left column, and submit the Student Aid Eligibility Worksheet to find out how this law applies to them.

Students who have lost federal student aid eligibility because of a drug conviction can regain eligibility by successfully completing a qualified drug rehabilitation program or passing two unannounced drug tests administered by such a program. Students may also regain their eligibility if their conviction is reversed, set aside, or removed from their record so that fewer than two convictions for sale or three convictions for possession remain on their record.

Continued Financial Aid Eligibility

Students must reapply for financial aid each school year; the CIA has a FAFSA priority deadline of April 15. Students who file by this date will be processed first and given priority for institutional and federal campus-based funds. Students also need to make satisfactory academic progress, as outlined previously, in order for aid to continue. If makeup course work is required before starting a new semester, financial aid will not be awarded for the new semester until the course work has been completed and the Registrar's Office determines the student's eligibility to start the new semester. There is no federal, state, or CIA institutional aid offered for the costs of making up these courses.

Federal Financial Aid Programs

The CIA participates in the following programs, which are funded wholly or in part by the U.S. government:

Federal Pell Grant

Pell Grants are awarded to eligible students enrolled in a degree or certificate program who have not yet earned a bachelor's degree and have not exhausted their maximum lifetime eligibility, which is the equivalent of six school years. Award amounts are determined by the U.S. Department of Education based upon the student's expected family contribution (EFC).

Federal Supplemental Educational Opportunity Grant (SEOG)

Students who are eligible for a Federal Pell Grant may be considered for a Federal SEOG. Based on the availability of funds, priority is given to students with the greatest need who submitted the FAFSA by the CIA's deadline. Amounts vary and are determined each year based on funds allocated to the CIA by the U.S. Department of Education.

Federal Work-Study

Students may apply for a Federal Work-Study position if Student Financial and Registration Services determines they are eligible. The dollar amount of the award, however, is only an estimate of the student's expected earnings and is not deducted from his or her billing statement. Work-Study-approved students find employment by applying for one of the jobs at the CIA, which are posted daily on CIA Main Menu, and receive a paycheck every other week. Students may work up to 20 hours per week. Although preference for on-campus employment is given to Work-Study-approved CIA students, jobs are not guaranteed. Community service Work-Study positions are also available and may be obtained through Student Financial and Registration Services.

Federal Perkins Loan*

A Federal Perkins Loan is a low-interest loan for students who demonstrate exceptional need. Student Financial and Registration Services determines eligibility, giving priority to students with the greatest financial need who have completed the FAFSA process by the priority deadline. Award amounts vary based on need and the U.S. Department of Education allocation to the CIA.

Federal Direct Loans (Subsidized and Unsubsidized)*

Both Direct Loan programs require the borrowers to complete entrance counseling and the Master Promissory Note. To obtain more information about the Federal Direct Loan programs, including the current interest and fee rates, students should visit www.studentloans.gov.

The Direct Subsidized Loan is awarded to students who demonstrate financial need. The federal government pays all interest costs for Direct Subsidized borrowers while the borrowers are in school. **Important to Know:** Students who are first-time borrowers on or after July 1, 2013 for Direct Subsidized Loans are limited to a period not to exceed 150 percent of the length of the borrower's educational program ("the 150% limit"). Under certain conditions, the provision

also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

The Direct Unsubsidized Loan is awarded to students who do not demonstrate financial need or who need to supplement their Direct Subsidized Loan. Borrowers remain responsible for all interest that accrues (accumulates) during school, grace, and deferment periods.

Dependent students in their freshman year of the degree programs can borrow up to \$5,500 (including up to \$3,500 Subsidized) per year. Sophomores can borrow up to \$6,500 (including \$4,500 Subsidized) per year, and juniors, seniors, or students in the ACAP or AWPB can borrow up to \$7,500 (including \$5,500 Subsidized) per year.

Important to know: Dependent students whose parents get denied a Federal Direct PLUS can receive an additional \$4,000 in Unsubsidized Loan funds.

Independent students (typically 24 years old or older) in their freshman year of the degree programs can borrow up to \$9,500 (including up to \$3,500 Subsidized) per year. Sophomores can borrow up to \$10,500 (including up to \$4,500 Subsidized), and juniors, seniors, or students in the ACAP or AWPB can borrow up to \$12,500 (including \$5,500 Subsidized) per year.

Students start repayment of the loan(s)—plus interest—six months after they complete their program, withdraw, or otherwise stop attending the CIA. The government offers different repayment plans, including an Income-Based Repayment (IBR) option. To review repayment options, visit www.studentloans.gov. For your reference, please see the Federal Loan Repayment Chart; this chart is based on the standard repayment plan, which spreads the principal and interest out over 10 years. All loans taken out to finance a student's education must be paid in full and in a timely manner. Failure to repay loan(s) will affect the student's credit rating as well as jeopardize loan programs for all students. Upon graduation or otherwise exiting the CIA, student borrowers will be given information on loan repayment.

Federal Direct Parent Loan for Undergraduate Students (PLUS)*

Parents of dependent students may apply for a PLUS to help with their child's educational expenses. The parent must be the student's biological or adoptive parent, or custodial stepparent, and must not have an adverse credit history (i.e., must be credit-worthy). In addition, the parent must complete the PLUS application and sign the Master Promissory Note (MPN). **Important to know:** Parents should not apply for a PLUS more than 120 days prior to the student's entry date.

The amount that could be borrowed is up to the cost of attendance, minus financial aid from all other sources.

To obtain more information about the Federal Direct PLUS program, including the current interest and fee rates, students and parents should visit www.studentloans.gov. During the PLUS application process, parents can request from Direct Lending that repayment start six months after the student completes his or her program, withdraws, or otherwise stops attending the CIA. The government offers different repayment plans, including an Income-Based Repayment (IBR) option. To review repayment options, visit www.studentloans.gov. For your reference, please see the Federal Loan Repayment Chart; this chart is based on the standard repayment plan, which spreads the principal and interest out over 10 years. All loans taken out to finance a student's education must be paid in full and in a timely manner. Failure to repay loan(s) will affect the student's credit rating as well as jeopardize loan programs for all students. Upon graduation or other exiting the CIA, student borrowers will be given information on loan repayment.

*If you have a Federal Direct Loan, Federal Perkins Loan, and/or Federal PLUS, the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. For more information, please visit www.nsls.ed.gov.

Veterans' Benefits

Veterans, spouses, dependents, and surviving family members of veterans whose deaths or disabilities were service-connected may be eligible for educational benefits while attending the CIA. Forms and information are available at all Veterans Administration offices or at www.benefits.va.gov. Proper documentation must be submitted to Student Financial and Registration Services before any program benefits will be certified. Benefits are certified on a class-by-class basis, which may affect the timing and how the funds are disbursed. The CIA is a Yellow Ribbon-participating institution.

State Financial Aid Programs

State Grants

Several states offer need-based and/or merit-based grants to CIA students who are residents of these states. Students should contact their state education departments to determine availability, eligibility, and application procedures.

New York Tuition Assistance Program (TAP)

Students who are New York State residents and are attending the Hyde Park, NY campus may qualify for TAP. When filing the FAFSA online, residents of New York will be directed to the "TAP on the Web" site. This step must be followed to determine eligibility for TAP (Tuition Assistance Program), the New York State grant. To learn more, students should visit www.hesc.com.

Cal Grant

Residents of California enrolled at the CIA at Greystone may be eligible for this grant. To be considered, students must complete their FAFSA (www.fafsa.ed.gov) by March 2 of the year they will enter the program. To learn more, students should visit www.calgrants.org.

Vocational Rehabilitation

Depending on the state's criteria, students who have a disability may be offered assistance by their state's Department of Vocational Rehabilitation. Students who are offered financial assistance through this program should have their rehabilitation counselor contact the CIA's Student Financial and Registration Services Office.

CIA Financial Aid

The CIA has many different types of aid opportunities based on academic program. Students should find the section below that pertains to their program and campus to see what is available. Students must be meeting Satisfactory Academic Progress (SAP) minimum requirements to receive institutional aid.

The Culinary Institute of America has adopted a policy whereby the total of all institutionally funded or administered monies awarded to a single student may not exceed a specified dollar amount during an academic year. This amount is determined prior to each year's financial aid awarding process.

AOS and BPS Degree Programs

New York and California Campuses

CIA Merit-based Scholarship

The CIA seeks students who have demonstrated academic excellence and leadership qualities. CIA merit-based scholarships are awarded to students identified through the admissions process; a separate scholarship application is not necessary. These scholarships are renewable annually on a sliding scale based on GPA, starting with 3.0.

CIA On-Campus Resident Housing Award (New York campus only)

Students who will be living on campus will be evaluated through the admissions process to determine if they qualify for an award that can be used toward on-campus housing. This award is renewable as long as the student remains in on-campus housing and is meeting SAP requirements.

CIA-FIRST Arts and Sciences Merit Scholarship

The college is offering scholarships, renewable annually, to students who compete in FIRST[®] Robotics Competitions and FIRST[®] Tech Challenges. The CIA-FIRST scholarship is specifically available to qualifying students enrolled in degree programs at the college's Hyde Park, NY campus. This special scholarship was created through a partnership between the CIA and FIRST, a not-for-profit organization that promotes the importance of science, technology, engineering, and math (STEM) in education. These scholarships are renewable with a 3.0 GPA.

CIA Need-based Grant

Degree program students who have completed their Free Application for Federal Student Aid (FAFSA) may be eligible for a need-based grant. The awarding of need-based grants is determined by a student's EFC. The college gives priority to the students with the greatest need who submitted the FAFSA by the CIA's deadline and are meeting SAP requirements.

CIA On-Campus Housing Grant (New York campus only)

This grant is awarded to students who will be residing in one of our on-campus residence halls and who demonstrate financial need via the FAFSA. Priority is given to students who submit their FAFSA and housing forms by the CIA deadline and are meeting SAP requirements.

SAT/ACT Achievement Scholarship (AOS only)

While SAT and ACT test scores are not required for admission to the CIA, students who submit their test results during the admissions process will be considered for this scholarship. Students with a minimum SAT Math and Reading combined score of 1000 or ACT Composite score of 22 will receive this one-time award for their freshman year.

CIA Alumni Referral Scholarship (AOS only)

The college offers this scholarship to prospective students who are encouraged by a CIA graduate to apply for admission. Qualifying students will receive a one-time scholarship for their freshman year in our degree programs. To be eligible for this scholarship, students must include a letter of recommendation from a CIA graduate with their application for admission.

CIA Phi Theta Kappa Scholarship

The CIA Phi Theta Kappa (PTK) Scholarship is awarded at the time of admission—and upon receipt of official transcripts with PTK designation—to students who transfer from a community college that has entered into an articulation agreement with the CIA. International students and students using veterans' educational benefits are not eligible. This scholarship is renewable with a 3.25 GPA.

National Student Organization (NSO) Scholarship—National Level Competitions

Students who compete and place first, second, or third in a national culinary arts, baking and pastry arts, or culinary management competition sponsored by SkillsUSA, Family Career and Community Leaders of America (FCCLA), ProStart, or the American Hotel & Lodging Educational Institute (AHLEI) will receive scholarships to attend the CIA. The amounts of these awards vary and are set each year by the college. These scholarships are renewable annually with a GPA of 3.0 or better.

Students may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only, with the exception of the SkillsUSA first-place winner in the national postsecondary culinary arts or restaurant management competitions.

NSO Scholarship—State Level Competitions

Students who compete and place first, second, or third in select state culinary arts, baking and pastry arts, or culinary management competitions sponsored by SkillsUSA, FCCLA, or ProStart will receive scholarships to attend the CIA. The amounts of these awards vary and are set each year by the college. These scholarships are renewable annually with a GPA of 3.0 or better.

Students may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only.

NSO Scholarship—Officer Awards (AOS only)

Students who served as officers for SkillsUSA or FCCLA at the school, state, or national level may qualify for a one-time, non-renewable scholarship for their freshman year. The amount of this award varies and is set by the CIA each year. A student can receive both an officer award and a competition award for the same organization.

NSO Scholarship—Essay Contest (AOS only)

Active members of SkillsUSA, FCCLA, and ProStart who have not received a competition scholarship can enter a 500-word essay on a topic chosen each year by the Admissions Department to compete for a scholarship. The winners must

enroll by June of the year following their senior year of high school. This is a one-time, nonrenewable scholarship for their freshman year.

M.F.K. Fisher Scholarship (AOS at the New York Campus only)

Incoming students who have a demonstrated interest in food writing and begin their studies at the CIA in the Winter or Spring enrollment seasons may apply for this one-time, nonrenewable scholarship. To apply, students must submit a separate application, available at www.ciachef.edu or from the Admissions Department. The application must include an original essay of 500–700 words about a food memory such as the student's first cooking experience, the first meal he or she prepared, a family holiday food tradition, or a childhood recollection of food.

Seasonal Awards (AOS only)

Students entering in the winter or spring seasons may qualify for one-time, nonrenewable grants for their first year. Entering students should contact their admissions representative for more information on qualifying entry dates and amounts.

ACE Quarter-Tuition Grant (AOS at the New York campus only)

Students entering the AOS Culinary Arts program with advanced culinary experience during the winter and spring seasons may qualify for this grant. This award is for both the freshman and sophomore years as long as the student is meeting SAP requirements.

CIA Advantage Grant (BPS only)

Students who enroll in a bachelor's degree program will receive a grant to use toward the Global Cuisines and Cultures elective. If the student chooses not to take that elective, he or she will receive the grant in the last semester to be used toward tuition.

President's Bachelor's Award (BPS only)

This award is given to the top student in each major at all AOS and AAS graduations. The student must have the overall top GPA and no disciplinary record with the CIA. Winners have one year from the time of their graduation to enter the bachelor's degree program at the New York campus in any major they choose. This award is for both the junior and senior years as long as the student is meeting SAP requirements.

AAS Degree Programs

Texas Campus

El Sueño Scholarship

The CIA offers El Sueño Scholarships to aspiring culinarians. This unprecedented fund awards a significant portion of program tuition for students who qualify. To qualify, students must complete a Free Application for Federal Student Aid (FAFSA), have a completed CIA San Antonio application for admission on file, complete the El Sueño Scholarship application (available online or from the Admissions Office in New York or Texas), and submit an essay of 400–500 words describing how the El Sueño Scholarship will assist in making their dream of pursuing a culinary arts degree a reality. This award is renewable for the sophomore year if the student is meeting SAP requirements and continues to demonstrate financial need as determined by the FAFSA.

Sodexo Admissions Scholarship

Incoming self-identified Hispanic/Latino students may apply for scholarship assistance by completing the Sodexo Scholarship application (available online or from the Admissions Office in New York or Texas) and submit an essay of 400–500 words on the topic described on the application. To qualify, the student must have been in the top 10% of his or her high school graduation class and have filed the FAFSA. The scholarship will be repeated the second year if a 3.0 or higher cumulative GPA is maintained.

CIA Alumni Referral Scholarship

The college offers this scholarship to prospective students who are encouraged by a CIA graduate to apply for admission. Qualifying students will receive a one-time scholarship for their freshman year in our degree programs. To be eligible for this scholarship, students must include a letter of recommendation from a CIA graduate with their application for admission.

CIA Phi Theta Kappa Scholarship

The CIA Phi Theta Kappa (PTK) Scholarship is awarded at the time of admission—and upon receipt of official transcripts with PTK designation—to students who transfer from a community college that has entered into an articulation agreement with the CIA. International students and students using veterans' educational benefits are not eligible. This scholarship is renewable with a 3.25 GPA.

National Student Organization (NSO) Scholarship—National Level Competitions

Students who compete and place first, second, or third in a national culinary arts, baking and pastry arts, or culinary management competition sponsored by SkillsUSA, Family Career and Community Leaders of America (FCCLA), ProStart, or the American Hotel & Lodging Educational Institute (AHLEI) will receive scholarships to attend the CIA. The amounts of these awards vary and are set each year by the college. These scholarships are renewable annually with a GPA of 3.0 or better.

Students may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only, with the exception of the SkillsUSA first-place winner in the national postsecondary culinary arts or restaurant management competitions.

NSO Scholarship—State Level Competitions

Students who compete and place first, second, or third in select state culinary arts, baking and pastry arts, or culinary management competitions sponsored by SkillsUSA, FCCLA, or ProStart will receive scholarships to attend the CIA.

The amounts of these awards vary and are set each year by the college. These scholarships are renewable annually with a GPA of 3.0 or better.

Students may receive only one NSO competition scholarship. If a student has won multiple competitions, the CIA will honor the award with the highest monetary value. Winners must enroll by June of the year following their senior year of high school. All competition scholarships are for secondary level only.

NSO Scholarship—Officer Awards

Students who served as officers for Skills-USA or FCCLA at the school, state, or national level may qualify for a one-time, non-renewable scholarship for their freshman year. The amount of this award varies and is set by the CIA each year. A student can receive an officer award and a competition award for the same organization.

Accelerated Culinary Arts Certificate Program (ACAP)

California Campus

CIA ACAP Merit-based Scholarship

The CIA seeks students who have demonstrated academic excellence and leadership qualities. CIA merit-based scholarships are awarded to students identified through the admissions process; a separate scholarship application is not necessary. Students from select hospitality baccalaureate programs who are recommended to ACAP by their program dean, director, or faculty member are eligible for this scholarship and will be automatically selected for this award based on their letter of recommendation. For a listing of eligible bachelor's degree programs, interested students should call 707-967-2496.

Vi Endowed Scholarship

The Vi Endowed Scholarship is available to graduates of accredited undergraduate nutrition, dietetics, food science, or hospitality programs. All students accepted by May 1 will be considered for this scholarship based on academic records, extracurricular activities, and the personal essay provided with the student's application. A separate scholarship application is not necessary. Final selection will be made in consultation with Vi.

Accelerated Wine and Beverage Certificate Program (AWBP)

California Campus

CIA AWBP Merit-based Scholarship

The CIA seeks students who have demonstrated academic excellence and leadership qualities. CIA merit-based scholarships are awarded to students identified through the admissions process; a separate scholarship application is not necessary. Students from select hospitality baccalaureate programs who are recommended to AWBP by their program dean, director, or faculty member are eligible for this scholarship and will be automatically selected for this award based on their letter of recommendation. For a listing of eligible bachelor's degree programs, interested students should call 707-967-2496.

AWBP Confirmation Grant

Students who apply and confirm enrollment in the AWBP by May 1, 2015 are eligible to receive this grant.

Private Financial Aid Programs

Scholarships and Grants

Throughout the year, many organizations generously offer scholarship assistance to students enrolled at the CIA. Over two million dollars in donated scholarship funds were awarded last year. Criteria and application procedures vary, and are listed on the \$HEF site at ciachef.academicworks.com. CIA students are encouraged to check this site often to learn of possible new scholarship opportunities that become available throughout the year.

Additionally, a variety of sources outside the CIA offer private grants and scholarships. The Internet, public libraries, and high school guidance offices are good sources for scholarship information. Students should check the CIA website for additional sources.

Loans

Some lenders offer educational alternative loans as a means for students to fund their education. These loans are generally based on students' credit history and can be used in addition to any federal, state, school, or private funding students receive. Students should always file a FAFSA before applying for an alternative loan to determine eligibility for federal aid, as it is important that they use all federal, state, and institutional resources before turning to an alternative loan. Students should be aware that final approval of the loan must be received by Student Financial and Registration Services before an alternative loan will be deducted from their bill.

Students should contact their lender when they apply for admission to understand the procedure and time frame required to have a loan in place by their entry date. Students should also note that they should not apply for an alternative loan more than 90 days prior to their entry date. A list of lenders commonly used by CIA students is available at www.ciachef.edu/tuition-and-financialaid.

For More Information

For more answers to your financial aid questions, watch our financial aid videos at ciachef.financialaidtv.com. You may also visit www.ciachef.edu/tuition-and-financialaid or call 845-451-1500. In addition, current CIA students can look up Student Financial and Registration Services on CIA Main Menu.

Federal Loan Repayment Chart

FEDERAL DIRECT (SUBSIDIZED AND UNSUBSIDIZED), FEDERAL PERKINS, AND FEDERAL PLUS LOANS			
	4%	5%	6%

BALANCE AT REPAYMENT	7%			8.25%			9%		
	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST
\$1,000	\$50	21	\$37	\$50	21	\$46	\$50	22	\$50
\$2,000	\$50	44	\$150	\$50	44	\$192	\$50	45	\$237
\$3,000	\$50	68	\$353	\$50	70	\$459	\$50	72	\$576
\$4,000	\$50	94	\$660	\$50	98	\$876	\$50	103	\$1,121
\$6,000	\$61	120	\$1,290	\$64	120	\$1,637	\$67	120	\$1,994
\$8,000	\$81	120	\$1,719	\$85	120	\$2,182	\$89	120	\$2,658
\$10,000	\$101	120	\$2,149	\$106	120	\$2,728	\$111	120	\$3,322
\$20,000	\$202	120	\$4,299	\$212	120	\$5,456	\$222	120	\$6,645
\$30,000	\$304	120	\$6,448	\$318	120	\$8,183	\$333	120	\$9,967
\$40,000	\$405	120	\$8,598	\$424	120	\$10,912	\$444	120	\$13,290
\$50,000	\$506	120	\$10,747	\$530	120	\$13,639	\$555	120	\$16,612
\$60,000	\$607	120	\$12,897	\$636	120	\$16,367	\$666	120	\$19,935
\$100,000	\$1,012	120	\$21,494	\$1,061	120	\$27,278	\$1,110	120	\$33,224

BALANCE AT REPAYMENT	7%			8.25%			9%		
	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST	PAYMENT	MONTH	INTEREST
\$1,000	\$50	22	\$66	\$50	22	\$80	\$50	22	\$88
\$2,000	\$50	46	\$284	\$50	47	\$347	\$50	48	\$387
\$3,000	\$50	75	\$703	\$50	78	\$882	\$50	81	\$1,001
\$4,000	\$50	109	\$1,404	\$50	117	\$1,827	\$51	120	\$2,080
\$6,000	\$70	120	\$2,360	\$74	120	\$2,831	\$76	120	\$3,120
\$8,000	\$93	120	\$3,146	\$98	120	\$3,775	\$101	120	\$4,161
\$10,000	\$116	120	\$3,933	\$123	120	\$4,719	\$127	120	\$5,201
\$20,000	\$232	120	\$7,866	\$245	120	\$9,436	\$253	120	\$10,402

\$30,000	\$348	120	\$11,799	\$368	120	\$14,155	\$380	120	\$15,603
\$40,000	\$464	120	\$15,732	\$491	120	\$18,873	\$507	120	\$20,805
\$50,000	\$581	120	\$19,665	\$613	120	\$23,592	\$663	120	\$26,005
\$60,000	\$697	120	\$23,598	\$736	120	\$28,310	\$760	120	\$31,207
\$100,000	\$1,161	120	\$39,330	\$1,227	120	\$47,183	\$1,267	120	\$52,011

Curricula

The Culinary Institute of America offers gold-standard degree and certificate programs that prepare students with the knowledge and skills they need for success in a wide variety of career opportunities in the food, beverage, and hospitality industries.

Program offerings vary among its Hyde Park, NY; St. Helena, CA; San Antonio, TX; and Singapore campuses, and are noted in the descriptions that follow.

- Degrees Granted
- Certificates Granted
- HEGIS Codes
- Degree and Certificate Programs
- Class Sessions and Credit Hours

Associate Degree Programs and Majors

Associate in Occupational Studies (AOS) Degree Programs—All Majors

New York and California Campuses

The Culinary Institute of America awards the degree Associate in Occupational Studies (AOS) upon completion of the required curriculum in culinary arts or baking and pastry arts. The degree programs expose students to the different styles and experiences of the college's faculty members, acquaint them with a wide variety of foodservice equipment, and prepare them for whatever area of the foodservice and hospitality industry they choose to enter.

The **AOS degree program in culinary arts** teaches what works in the front and the back of the house and why it works, to prepare students for such entry-level positions as chef, caterer, dining services administrator, food researcher, kitchen supervisor, food writer, and more, as well as similar mid-level positions that come with more experience.

The **AOS degree program in baking and pastry arts** provides a broad foundation and understanding of baking and pastry making, preparing students for entry-level positions such as baker and pastry chef, as well as more advanced levels such as baking and pastry arts researcher, bakeshop supervisor, and owner/operator that come with more experience.

To qualify for the degree, culinary arts majors and baking and pastry arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each, plus one externship semester of a minimum of 15 weeks or 600 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 69 credits for either the culinary arts program or the baking and pastry arts program. They also need to maintain a cumulative grade point average of at least 2.0 to graduate from the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant Association (NRA) ServSafe® certification upon completion of the Food Safety course and (b) adhere to food safety certification standards throughout the curriculum.

AOS in Culinary Arts for Advanced Career Experience (ACE) Students

Students with significant industry experience are eligible to begin the AOS degree program in culinary arts at the New York campus with knowledge-equivalency credits that exempt them from the externship requirement. All other requirements of the degree are the same. Admissions requirements are noted on Application Procedure.

AOS Educational Objectives—Culinary Arts

- Attain proficiency in traditional and contemporary culinary techniques, basic baking and pastry skills, service, and beverage management.
- Acquire general skills, including independent and critical thinking, analytical and technological skills, applied problem solving, effective communication, quantitative analysis, and an appreciation for lifelong learning.
- Learn the interpersonal skills necessary for working effectively in the foodservice industry.
- Examine basic management principles in the foodservice industry.

AOS Educational Objectives—Baking and Pastry Arts

- Attain proficiency in traditional and contemporary baking and pastry techniques, basic culinary skills, service, and beverage management.
- Acquire general skills, including independent and critical thinking, analytical and technological skills, applied problem solving, effective communication, and quantitative analysis, as well as an appreciation for lifelong learning.
- Learn the interpersonal skills necessary for working effectively in the foodservice industry.
- Examine basic management principles in the foodservice industry.

Instructional Programs and Schedule

While enrolled in the freshman and sophomore years, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate culinary theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food-handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the

college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

- Culinary Arts (AOS) (NY)
- Baking and Pastry Arts (AOS) (NY)
- Culinary Arts (AOS) (CA)
- Baking and Pastry Arts (AOS) (CA)

Associate in Applied Science (AAS) Degree Programs— All Majors

Texas Campus

The Culinary Institute of America awards the Associate in Applied Science (AAS) in culinary arts and baking and pastry arts upon completion of the required curriculum. The CIA's degree program provides students with the broadest culinary arts education possible. It exposes them to the different styles and experiences of the college's faculty members, acquaints them with a wide variety of foodservice equipment, and prepares them for whatever area of the foodservice and hospitality industry they choose to enter.

The Associate in Applied Science (AAS) degree program in culinary arts teaches students what works in the front and the back of the house and why it works, to prepare them for such entry-level positions as chef, caterer, dining services administrator, food researcher, kitchen supervisor, food writer, and more, as well as similar mid-level positions that come with more experience.

The AAS degree program in baking and pastry arts provides a broad foundation and understanding of baking and pastry making, preparing students for entry-level positions such as baker and pastry chef, as well as more advanced levels such as baking and pastry arts researcher, bakeshop supervisor, and owner/operator.

To qualify for the degree, culinary arts majors and baking and pastry arts majors must successfully complete the entire course of study: four on-campus semesters of about 15 weeks each, plus one externship semester of a minimum of 15 weeks or 600 hours during which students are employed in the foodservice industry. Externship is taken between the second and fourth semesters at CIA-approved sites. All students follow the same sequence. Students need to earn a total of 69 credits and also need to maintain a grade point average of at least 2.0 to complete the associate degree programs.

In addition, to be considered for a degree, CIA students must (a) receive National Restaurant Association (NRA) ServSafe® certification upon completion of the Introduction to Food Science course and (b) adhere to food safety certification standards throughout the curriculum.

AAS Educational Objectives—Culinary Arts

- Attain proficiency in traditional and contemporary culinary techniques, basic baking and pastry skills, service, and beverage management.
- Acquire general skills, including independent and critical thinking, analytical and technological skills, applied problem solving, effective communication, quantitative analysis, and an appreciation for lifelong learning.
- Learn the interpersonal skills necessary for working effectively in the foodservice industry.

- Examine basic management principles in the foodservice industry.

AAS Educational Objectives—Baking and Pastry Arts

- Attain proficiency in traditional and contemporary baking and pastry techniques, basic culinary skills, service, and beverage management.
- Acquire general skills, including independent and critical thinking, analytical and technological skills, applied problem solving, effective communication, and quantitative analysis, as well as an appreciation for lifelong learning.
- Learn the interpersonal skills necessary for working effectively in the foodservice industry.
- Examine basic management principles in the foodservice industry.

Instructional Programs and Schedule

While enrolled in the AAS degree program at the Texas campus, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Class Schedules

Sample class schedules for the degree programs follow. Class days are Monday through Friday, and breaks are provided during class sessions.

Students on the AM schedule

7–11:30 a.m. Classes

11:30 a.m.–12:15 p.m. Lunch

12:15–1:30 p.m. Classes

Students on the PM schedule

2–6:30 p.m. Classes

6:30–7:15 p.m. Dinner

7:15–8:30 p.m. Classes

- Baking and Pastry Arts (AAS) (TX)
- Culinary Arts (AAS) (TX)

Associate in Occupational Studies—Graduation Requirements

Baking and Pastry Arts (AOS) (NY)

Graduation Requirements

New York Campus

Freshman Year, First Semester

- Baking and Pastry Techniques (BAKE-105) 6 credits *
- Baking Ingredients and Equipment Technology (BAKE-110) 1.5 credits
- Culinary Math (MATH-110) 1.5 credits
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit
- Food Safety (ARTS-112) 1.5 credits *
- Professionalism and Life Skills (FRSH-100) 1.5 credits
- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits

Total credits 15.0

Freshman Year, Second Semester

- Principles of Design (BAKE-113) 1.5 credits
- Café Savory Foods Production (BAKE-115) 1.5 credits
- Introduction to Management (BUSM-240) 1.5 credits
- Basic and Classical Cakes (BAKE-123) 3 credits
- Individual and Production Pastries (BAKE-124) 3 credits
- Baking and Pastry Practical Examination I (BAKE-151) non-credit
- Hearth Breads and Rolls (BAKE-111) 3 credits
- Externship Prep Seminar III (EXTN-099) non-credit

- College Writing (ENGL-120) 3 credits *or*
- College Writing for ELLs (English Language Learners) (ENGL-122) 3 credits

Total credits 16.5

Externship

- Externship (Baking & Pastry Arts) (EXTN-101) 3 credits

Total credits 3.0

Sophomore Year, First Semester

- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Confectionery Art and Special Occasion Cakes (BAKE-240) 3 credits
- Chocolate and Confectionery Technology and Techniques (BAKE-242) 3 credits
- Contemporary Cakes and Desserts (BAKE-245) 3 credits
- Specialty Breads (BAKE-202) 3 credits
- Advanced Baking Principles (BAKE-251) 3 credits
- Baking and Pastry Practical Examination II (BAKE-230) non-credit
- Menu Development (BUSM-242) 1.5 credits
- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits

Total credits 19.5**

Sophomore Year, Second Semester

- Wine Studies (HOSP-240) 3 credits
- Café Operations (BAKE-254) 3 credits
- Beverages and Customer Service (BAKE-255) 3 credits
- Restaurant and Production Desserts (BAKE-252) 3 credits
- Restaurant Operations: Baking and Pastry (HOSP-201) 3 credits
- Costing Examination (Baking and Pastry Arts) (BAKE-225) non-credit

Total credits 15.0

Total Credits for AOS Degree 69.0

*Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Food Safety course) and meet GPA requirements in order to progress to the second semester of the freshman year. Baking and Pastry Techniques is a prerequisite for all future courses in the program.

**The overload fee (see Fees That May Be Assessed) is waived for this 19.5-credit semester.

Culinary Arts (AOS) (NY)

Graduation Requirements

New York Campus

Freshman Year, First Semester

- Culinary Fundamentals (CULS-100) 6 credits *
- Culinary Math (MATH-110) 1.5 credits
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit

- Food Safety (ARTS-112) 1.5 credits *
- Professionalism and Life Skills (FRSH-100) 1.5 credits
- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits
- Product Knowledge (CULS-114) 1.5 credits

Total credits 15.0

Freshman Year, Second Semester

- Introduction to Management (BUSM-240) 1.5 credits
- Meat Identification, Fabrication, and Utilization (CULS-115) 1.5 credits
- Seafood Identification and Fabrication (CULS-116) 1.5 credits
- Modern Banquet Cookery (CULA-110) 3 credits
- Introduction to à la Carte Cooking (CULP-115) 3 credits
- High-Volume Production Cookery (CULP-130) 3 credits
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit
- Externship Prep Seminar III (EXTN-099) non-credit

- College Writing (ENGL-120) 3 credits *or*
- College Writing for ELLs (English Language Learners) (ENGL-122) 3 credits

Total credits 16.5

Externship

- Externship (Culinary Arts) (EXTN-100) 3 credits

Total credits 3.0

Sophomore Year, First Semester

- Baking and Pastry Skill Development (BAKE-241) 3 credits
- Garde Manger (CULP-225) 3 credits
- Cuisines and Cultures of the Americas (CULP-221) 3 credits
- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Cuisines and Cultures of the Mediterranean (CULA-242) 3 credits
- Cuisines and Cultures of Asia (CULP-222) 3 credits
- Menu Development (BUSM-242) 1.5 credits
- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits

Total credits 19.5**

Sophomore Year, Second Semester

- Wine Studies (HOSP-240) 3 credits
- Culinary Practical Examination II (CULS-251) non-credit
- Contemporary Restaurant Cooking (CULA-252) 3 credits
- Contemporary Hospitality and Service Management (HOSP-250) 3 credits
- Formal Restaurant Cooking (CULA-255) 3 credits
- Formal Hospitality and Service Management (HOSP-255) 3 credits
- Costing Examination (Culinary Arts) (CULS-250) non-credit

Total credits 15.0

Total Credits for AOS Degree 69.0

*Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Food Safety course) and meet GPA requirements in order to progress to the second semester of the freshman year.

**The overload fee (see Fees That May Be Assessed) is waived for this 19.5-credit semester.

Baking and Pastry Arts (AOS) (CA)

Graduation Requirements

California Campus

Freshman Year, First Semester

- Baking and Pastry Techniques (BAKE-105) 6 credits *
- Baking Ingredients and Equipment Technology (BAKE-110) 1.5 credits
- Culinary Math (MATH-110) 1.5 credits
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit
- Food Safety (ARTS-112) 1.5 credits *
- Professionalism and Life Skills (FRSH-100) 1.5 credits
- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits

Total credits 15.0

Freshman Year, Second Semester

- Principles of Design (BAKE-113) 1.5 credits
- Café Savory Foods Production (BAKE-115) 1.5 credits
- Introduction to Management (BUSM-240) 1.5 credits
- Basic and Classical Cakes (BAKE-123) 3 credits
- Individual and Production Pastries (BAKE-124) 3 credits
- Baking and Pastry Practical Examination I (BAKE-151) non-credit
- Hearth Breads and Rolls (BAKE-111) 3 credits

- Externship Prep Seminar III (EXTN-099) non-credit
- College Writing (ENGL-120) 3 credits

Total credits 16.5

Externship

- Externship (Baking & Pastry Arts) (EXTN-101) 3 credits

Total credits 3.0

Sophomore Year, First Semester

- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Confectionery Art and Special Occasion Cakes (BAKE-240) 3 credits
- Chocolate and Confectionery Technology and Techniques (BAKE-242) 3 credits
- Contemporary Cakes and Desserts (BAKE-245) 3 credits
- Specialty Breads (BAKE-202) 3 credits
- Advanced Baking Principles (BAKE-251) 3 credits
- Baking and Pastry Practical Examination II (BAKE-230) non-credit
- Menu Development (BUSM-242) 1.5 credits

Total credits 18.0

Sophomore Year, Second Semester

- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits
- Wine Studies (HOSP-240) 3 credits
- Café Operations (BAKE-254) 3 credits
- Beverages and Customer Service (BAKE-255) 3 credits
- Restaurant and Production Desserts (BAKE-252) 3 credits
- Restaurant Operations: Baking and Pastry (HOSP-201) 3 credits
- Costing Examination (Baking and Pastry Arts) (BAKE-225) non-credit

Total credits 16.5

Total Credits for AOS Degree 69.0

*Students must receive a passing grade for both Baking and Pastry Techniques and the NRA ServSafe® examination (part of the Food Safety course) and meet GPA requirements in order to progress to the second semester of the freshman year. Baking and Pastry Techniques is a prerequisite for all future courses in the program.

Culinary Arts (AOS) (CA)

Graduation Requirements

California Campus

Freshman Year, First Semester

- Culinary Fundamentals (CULS-100) 6 credits *
- Culinary Math (MATH-110) 1.5 credits
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit
- Food Safety (ARTS-112) 1.5 credits *
- Professionalism and Life Skills (FRSH-100) 1.5 credits
- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits
- Product Knowledge (CULS-114) 1.5 credits

Total credits 15.0

Freshman Year, Second Semester

- Introduction to Management (BUSM-240) 1.5 credits
- Meat Identification, Fabrication, and Utilization (CULS-115) 1.5 credits
- Seafood Identification and Fabrication (CULS-116) 1.5 credits
- Modern Banquet Cookery (CULA-110) 3 credits
- Introduction to à la Carte Cooking (CULP-115) 3 credits
- High-Volume Production Cookery (CULP-130) 3 credits
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit
- Externship Prep Seminar III (EXTN-099) non-credit
- College Writing (ENGL-120) 3 credits

Total credits 16.5

Externship

- Externship (Culinary Arts) (EXTN-100) 3 credits

Total credits 3.0

Sophomore Year, First Semester

- Baking and Pastry Skill Development (BAKE-241) 3 credits
- Garde Manger (CULP-225) 3 credits
- Cuisines and Cultures of the Americas (CULP-221) 3 credits

- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Cuisines and Cultures of the Mediterranean (CULA-242) 3 credits
- Cuisines and Cultures of Asia (CULP-222) 3 credits
- Menu Development (BUSM-242) 1.5 credits

Total credits 18.0

Sophomore Year, Second Semester

- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits
- Wine Studies (HOSP-240) 3 credits
- Culinary Practical Examination II (CULS-251) non-credit
- Contemporary Restaurant Cooking (CULA-252) 3 credits
- Contemporary Hospitality and Service Management (HOSP-250) 3 credits
- Formal Restaurant Cooking (CULA-255) 3 credits
- Formal Hospitality and Service Management (HOSP-255) 3 credits
- Costing Examination (Culinary Arts) (CULS-250) non-credit

Total credits 16.5

Total Credits for AOS Degree 69.0

*Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Food Safety course) and meet GPA requirements in order to progress to the second semester of the freshman year.

Associate in Applied Science—Graduation Requirements

Baking and Pastry Arts (AAS) (TX)

Graduation Requirements

Texas Campus

Freshman Year, First Semester

- Baking and Pastry Techniques (BAKE-105) 6 credits (60/120/0/180)
- Gastronomy (ARTS-155) 3 credits (45/0/0/45)
- Introduction to Food Science (ARTS-150) 3 credits (45/0/0/45) *
- Baking Ingredients and Equipment Technology (BAKE-110) 1.5 credits (23/0/0/23)
- Mathematics (MATH-111) 1.5 credits (23/0/0/23)
- Professionalism and Life Skills (FRSH-100) 1.5 credits (23/0/0/23)
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit

Total credits 16.5

Total hours (219/120/0/339)

Freshman Year, Second Semester

- Introduction to Management (BUSM-240) 1.5 credits (23/0/0/23)
- College Writing (ENGL-120) 3 credits (45/0/0/45)
- Principles of Design (BAKE-113) 1.5 credits (23/0/0/23)
- Café Savory Foods Production (BAKE-115) 1.5 credits (21/42/0/63)
- Basic and Classical Cakes (BAKE-123) 3 credits (30/60/0/90)
- Individual and Production Pastries (BAKE-124) 3 credits (30/60/0/90)
- Hearth Breads and Rolls (BAKE-111) 3 credits (30/60/0/90)
- Baking and Pastry Practical Examination I (BAKE-151) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit

Total credits 16.5

Total hours (202/222/0/424)

Externship

- Externship (Baking & Pastry Arts) (EXTN-101) 3 credits

Total credits 3.0

Total hours (0/0/600/600)

Sophomore Year, First Semester

- Confectionery Art and Special Occasion Cakes (BAKE-240) 3 credits (30/60/0/90)
- Chocolate and Confectionery Technology and Techniques (BAKE-242) 3 credits (30/60/0/90)
- Advanced Baking Principles (BAKE-251) 3 credits (30/60/0/90)
- Contemporary Cakes and Desserts (BAKE-245) 3 credits (30/60/0/90)
- Specialty Breads (BAKE-202) 3 credits (30/60/0/90)
- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits (23/0/0/23)
- Baking and Pastry Practical Examination II (BAKE-230) non-credit
- Costing Examination (Baking and Pastry Arts) (BAKE-225) non-credit

Total credits 16.5

Total hours (173/300/0/473)

Sophomore Year, Second Semester

- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits (23/0/0/23)
- Introduction to Wine Studies (HOSP-220) 1.5 credits (23/0/0/23)
- Menu Development (BUSM-242) 1.5 credits
- Café Operations (BAKE-254) 3 credits (30/60/0/90)
- Beverages and Customer Service (BAKE-255) 3 credits (30/60/0/90)
- Restaurant and Production Desserts (BAKE-252) 3 credits (30/60/0/90)
- Restaurant Operations: Baking and Pastry (HOSP-201) 3 credits (30/60/0/90)

Total credits 16.5

Total hours (189/240/0/429)

Total Credits for AOS Degree 69.0

Notes:

**Figures in parentheses for each credit-bearing course are as follows:
(lecture hours/lab hours/externship hours/total hours)**

The laboratory is designed to give the instructor the flexibility to include the proper mixture of theory and skill development and generally consists of 1/3 theory and 2/3 laboratory work. Although the figures after the course title may indicate all laboratory work, the proper amount of theory is covered.

*Students must receive a passing grade for both Baking and Pastry Techniques and the NRA ServSafe® examination (part of the Introduction to Food Science course) and meet GPA requirements in order to progress to the second semester of the freshman year. Baking and Pastry Techniques is a prerequisite for all future courses in the program.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.

Culinary Arts (AAS) (TX)

Graduation Requirements

Texas Campus

Freshman Year, First Semester

- Culinary Fundamentals (CULS-100) 6 credits (60/120/0/180) *
- Gastronomy (ARTS-155) 3 credits (45/0/0/45)
- Introduction to Food Science (ARTS-150) 3 credits (45/0/0/45) *
- Product Knowledge (CULS-114) 1.5 credits (23/0/0/23)
- Mathematics (MATH-111) 1.5 credits (23/0/0/23)
- Professionalism and Life Skills (FRSH-100) 1.5 credits (23/0/0/23)
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit

Total credits 16.5

Total hours (219/120/0/339)

Freshman Year, Second Semester

- Introduction to Management (BUSM-240) 1.5 credits (23/0/0/23)
- College Writing (ENGL-120) 3 credits (45/0/0/45)
- Meat Identification, Fabrication, and Utilization (CULS-115) 1.5 credits (21/42/0/63)
- Seafood Identification and Fabrication (CULS-116) 1.5 credits (21/42/0/63)
- Modern Banquet Cookery (CULA-110) 3 credits (30/60/0/90)
- Introduction to à la Carte Cooking (CULP-115) 3 credits (30/60/0/90)
- High-Volume Production Cookery (CULP-130) 3 credits (30/60/0/90)
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit
- Externship Prep Seminar III (EXTN-099) non-credit

Total credits 16.5

Total hours (200/264/0/464)

Externship

- Externship (Culinary Arts) (EXTN-100) 3 credits

Total credits 3.0

Total hours (0/0/600/600)

Sophomore Year, First Semester

- Baking and Pastry Skill Development (BAKE-241) 3 credits (30/60/0/90)
- Garde Manger (CULP-225) 3 credits (30/60/0/90)
- Cuisines of the Americas (CULP-231) 2 credits (20/40/0/60)
- Cuisines of the Mediterranean (CULA-262) 2 credits (20/40/0/60)
- Cuisines of Asia (CULP-232) 2 credits (20/40/0/60)
- World Cultures and Cuisines (ARTS-215) 3 credits (45/0/0/45)
- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits (23/0/0/23)
- Culinary Practical Examination II (CULS-251) non-credit
- Costing Examination (Culinary Arts) (CULS-250) non-credit

Total credits 16.5

Total hours (188/240/0/428)

Sophomore Year, Second Semester

- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits (23/0/0/23)
- Introduction to Wine Studies (HOSP-220) 1.5 credits (23/0/0/23)
- Menu Development (BUSM-242) 1.5 credits (23/0/0/23)
- Contemporary Restaurant Cooking (CULA-252) 3 credits (30/60/0/90)
- Contemporary Hospitality and Service Management (HOSP-250) 3 credits (30/60/0/90)
- Formal Restaurant Cooking (CULA-255) 3 credits (30/60/0/90)
- Formal Hospitality and Service Management (HOSP-255) 3 credits (30/60/0/90)

Total credits 16.5

Total hours (189/240/0/429)

Total Credits for AOS Degree 69.0

Notes:

**Figures in parentheses for each credit-bearing course are as follows:
(lecture hours/lab hours/externship hours/total hours)**

The laboratory is designed to give the instructor the flexibility to include the proper mixture of theory and skill development and generally consists of 1/3 theory and 2/3 laboratory work. Although the figures after the course title may indicate all laboratory work, the proper amount of theory is covered.

*Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Introduction to Food Science course) and meet GPA requirements in order to progress to the second semester of the freshman year.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.

Bachelor's Degree Programs, Majors, and Concentrations

Bachelor of Professional Studies (BPS) Degree Programs—Management Majors

New York Campus

The CIA offers bachelor's degree programs in culinary arts management and baking and pastry arts management to meet the growing demands of the dynamic foodservice and hospitality industry. The programs award the degree Bachelor of Professional Studies.

After completion of the AOS or AAS course work and practicals, students may enroll in the bachelor's degree program with two outstanding grades from the final AOS or AAS semester. Passing grades and a cumulative GPA of 2.0 for the

associate degree program must be verified during the student's first bachelor's semester in order to continue into the second bachelor's semester.

The **bachelor's degree program in culinary arts management** fully prepares students for all areas of the industry, in positions such as chef, hotel food services manager, purchasing manager, and dining room manager; management training positions in corporate settings; and, ultimately, upper-management positions such as executive chef, restaurant owner, hotel culinary services manager, and catering manager. Similarly, the **bachelor's degree program in baking and pastry arts management** prepares students for positions such as baker, pastry chef, bakeshop owner, and executive pastry chef.

To qualify for the bachelor's degree, students must be in good standing at the college and successfully complete the appropriate CIA AOS or AAS program and four on-campus upper-division semesters of about 15 weeks each. Management students also have the option of taking a concentration to focus their studies on the industry career track that interests them most. Depending on the **academic concentration** chosen, students take one semester of study at the CIA's California, Texas, or New York campus:

- Advanced Concepts in Baking and Pastry (semester in California; for baking and pastry arts management students only)
- Advanced Wine, Beverage, and Hospitality (semester in California)
- American Food Studies: Farm-to-Table Cooking (semester in California)
- Intrapreneurship: Driving Innovation from Within an Organization (fully in New York)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)

See Bachelor's Degree Concentrations for more information on these concentrations.

All bachelor's degree students need to earn 63 credits beyond the associate degree (for a total of 132 credits). Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree programs.

BPS Educational Objectives—Culinary Arts Management or Baking and Pastry Arts Management

- Attain a higher level of proficiency in traditional and contemporary culinary techniques, baking and pastry skills, service, and beverage management.
- Prepare for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative and information literacy, problem-solving skills, and teamwork.
- Develop the personal and social responsibility necessary for effective, reflective, and ethical leadership, including global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.
- Practice the fundamental business and management concepts and principles of the foodservice industry.
- Analyze complex business issues and identify, support, communicate, and implement plausible solutions.

Instructional Programs and Schedule

While enrolled in the junior and senior years of the bachelor's degree programs, students will attend class over a semester of about 15 weeks. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

- Culinary Arts Management (BPS) (NY)
 - Culinary Arts Management, Advanced Wine, Beverage, and Hospitality Concentration (BPS) (NY)
 - Culinary Arts Management, American Food Studies: Farm-to-Table Cooking Concentration (BPS) (NY)
 - Culinary Arts Management, Intrapreneurship: Driving Innovation from Within an Organization Concentration (BPS) (NY)
 - Culinary Arts Management, Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques Concentration (BPS) (NY)
- Baking and Pastry Arts Management (BPS) (NY)
 - Baking and Pastry Arts Management, Advanced Concepts in Baking and Pastry Concentration (BPS) (NY)
 - Baking and Pastry Arts Management, Advanced Wine, Beverage, and Hospitality Concentration (BPS) (NY)
 - Baking and Pastry Arts Management, American Food Studies: Farm-to-Table Cooking Concentration (BPS) (NY)
 - Baking and Pastry Arts Management, Intrapreneurship: Driving Innovation from Within an Organization Concentration (BPS) (NY)
 - Baking and Pastry Arts Management, Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques Concentration (BPS) (NY)

Bachelor of Professional Studies (BPS) Degree Program—Culinary Science Major

New York Campus

The CIA offers this program, which awards the degree Bachelor of Professional Studies, to students who have successfully completed a CIA AOS or AAS degree. After completion of the AOS or AAS course work and practicals, students may enroll in the bachelor's degree program with two outstanding grades from the final AOS or AAS semester. Passing grades and a cumulative GPA of 2.0 for the associate degree program must be verified during the student's first bachelor's semester in order to continue into the second bachelor's semester.

The **bachelor's degree program in culinary science** prepares graduates to pursue careers in research and development (chains and packaged goods); work for large foodservice operations such as hospitals, schools, and military organizations; serve as field representatives; use science for creative impetus as a restaurant chef; and more.

To qualify for the bachelor's degree in culinary science, students must be in good standing at the college and successfully complete their CIA associate degree program and four on-campus, upper-division semesters of about 15 weeks each. Students need to earn 63 credits beyond the associate degree (for a total of 132 credits). Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program.

BPS Educational Objectives—Culinary Science

- Develop critical thinking skills and science-based knowledge that will help graduates become leaders and innovators in the food industry.
- Apply a science-based understanding of the culinary arts to improve food production systems, food delivery systems, and customer satisfaction.
- Compare traditional techniques of food production and food delivery systems with new methods using modern equipment technologies, and broaden knowledge and skills in science-related classes.

- Study how culinary science is used to enhance food quality and advance understanding of food in every area of the foodservice and hospitality industry.

Instructional Programs and Schedule

While enrolled in the junior and senior years of the bachelor's degree programs, students will attend class over a 15-week semester. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Application

For information on applying for admission to the bachelor's degree program in culinary science, please see Admissions.

Graduation Requirements

- Culinary Science (BPS) (NY)

Bachelor of Professional Studies (BPS) Degree Program—Applied Food Studies Major

New York Campus

The CIA offers this program, which awards the degree of Bachelor of Professional Studies (BPS), to students who have successfully completed a CIA AOS or AAS degree. After completion of the AOS or AAS course work and practicals, students may enroll in the bachelor's degree program with two outstanding grades from the final AOS or AAS semester. Passing grades and a cumulative GPA of 2.0 for the associate degree program must be verified during the student's first bachelor's semester in order to continue into the second bachelor's semester.

The **Applied Food Studies** major is focused on the liberal arts and builds upon and academically extends the experiential aspects of the culinary and baking and pastry associate degree programs. Drawing from a robust collection of food studies courses, this major helps prepare students for responsible citizenship in an increasingly diverse world by considering human differences and connections through the lens of cultures and cuisines. The degree prepares graduates to pursue careers working for advocacy groups, health agencies, food industry associations, and non-profit organizations, as well as in education, communications and marketing, ecotourism, government policy, and production, sales, and sourcing of products for farm-to-table.

To qualify for the bachelor's degree in applied food studies, students must be in good standing at the college and successfully complete their CIA associate degree program and three on-campus, upper-division semesters of about 15 weeks each. Students need to earn 51 credits beyond the associate degree (for a total of 120 credits). Students also need to maintain a grade point average of at least 2.0 to complete the bachelor's degree program.

BPS Educational Objectives—Applied Food Studies

- Examine the historical role of food within the global context of culture, environment, and migration.
- Explore our contemporary food system from field to fork to understand the relationship between the resource-intensive nature of the current system and sustainability.

- Understand the power dynamics of food and farming policy in a domestic and international context.
- Analyze the relationship between food and culture through the lenses of religion, gender, folkways, and other life cycle rituals.

Instructional Programs and Schedule

While enrolled in the junior and senior year of the bachelor's degree program, students will attend class over a semester of about 15 weeks. The college's academic schedule ensures that students will progress from intermediate to advanced subject matter in proper sequence.

The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

- Applied Food Studies (BPS) (NY)

Bachelor of Professional Studies (BPS) Degree Program—Culinary Arts Management Major

Singapore Campus

The CIA offers a bachelor's degree program in culinary arts management to meet the growing demands of the dynamic foodservice and hospitality industry. Providing students with the broadest culinary arts education possible, the program awards the degree Bachelor of Professional Studies (BPS). It exposes students to the different styles and experiences of the college's faculty members, acquaints them with a wide variety of foodservice equipment, and prepares them for whatever area of the foodservice and hospitality industry they choose to enter.

The **bachelor's degree program in culinary arts management** fully prepares students for all areas of the industry, in positions such as chef, hotel food services manager, purchasing manager, and dining room manager; management training positions in corporate settings; and, ultimately, upper-management positions such as executive chef, restaurant owner, hotel culinary services manager, and catering manager.

To qualify for the bachelor's degree, students must successfully complete an appropriate diploma program, such as the Diploma of Culinary and Catering Management, Diploma of Hospitality and Resort Management, or Diploma of Leisure and Resort Management. In accordance with the transfer credit policy of the CIA, students may transfer 46.5–49.5 credits from the diploma program to the CIA's bachelor's program as follows:

- Students who have graduated from the Diploma of Culinary and Catering Management will be eligible to transfer 49.5 credits.
- Graduates of either the Diploma of Hospitality and Tourism Management or the Diploma of Leisure and Resort Management will be able to transfer 46.5 credits.

Students who have not completed one of the aforementioned diploma programs may still apply for admission. Their transcript will be evaluated based on the transfer credit policy of the CIA, and they may require additional time to complete the program.

At the CIA Singapore, students will take courses that will fulfill the remaining 82.5–85.5 credits, to graduate with a total of 132 credits for the bachelor's degree. The bachelor's degree curriculum consists of 85.5 credits that normally take four semesters (of about 15 weeks each) of study, including a course—currently offered in the U.S.—exploring global cuisines and cultures. In some cases, students may take additional "top up" modules during the four semesters.

In addition, to be considered for a degree, students must adhere to food safety certification standards throughout the curriculum.

If students do not have a diploma in a relevant course of study (Culinary and Catering Management, Hospitality and Tourism Management, or Leisure and Resort Management), or grades of a "C" or above in relevant courses for transfer credits, additional course work will be necessary to complete the required 132-credit program. Additional charges may be incurred. Visit the Singapore Institute of Technology (SIT) website at www.SingaporeTech.edu.sg for further details.

BPS Educational Objectives

- Attain proficiency in traditional and contemporary culinary techniques, basic baking and pastry skills, service, and beverage management.
- Prepare for positions of leadership in an ever-changing global economy by developing intellectual and practical skills, including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative and information literacy, problem-solving skills, and teamwork.
- Develop the personal and social responsibility necessary for effective, reflective, and ethical leadership, including global and intercultural awareness, knowledge of contemporary issues, ethical reasoning, and an appreciation for lifelong learning.
- Practice the fundamental business and management concepts and principles of the foodservice industry.
- Analyze complex business issues and identify, support, communicate, and implement plausible solutions.

Instructional Program and Schedule

While enrolled in the program, students will be assigned to small instructional groups. These groups of normally up to 20 students are scheduled for all laboratory courses, which integrate culinary theory and practice. Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Graduation Requirements

- Culinary Arts Management (BPS) (Singapore)

Bachelor of Professional Studies—Graduation Requirements

Applied Food Studies (BPS) (NY)

Graduation Requirements

Students enrolling in the Applied Food Studies major should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts or Baking and Pastry Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Applied Food Studies Requirements	15 credits
Applied Food Studies Electives	3 credits
Free Electives	6 credits
TOTAL FOR BACHELOR'S DEGREE	120 CREDITS

New York Campus

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits

- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Applied Food Studies Requirements

- Applied Food Studies (APFS-300) 3 credits
- Project in Applied Food Studies (APFS-400) 3 credits

Select three:

- Anthropology of Food (SOCS-404) 3 credits
- Ecology of Food (LART-444) 3 credits
- Sustainable Food Systems (BPSE-351)
- Food Policy (LART-351)
- Food History

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Baking and Pastry Arts Management (BPS) (NY)

Graduation Requirements

Students enrolling in either of the Management majors should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts

69 credits

Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Advanced Concepts Requirements	3 credits
Free Electives	9 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits
- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Advanced Concepts Requirements

Select one:

- Advanced Pastry (ADVP-301) 3 credits
- Advanced Principles of Service Management in Hospitality (HSBV-410) 3 credits
- Menu Development and Testing (MGMT-419) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management (BPS) (NY)

Graduation Requirements

Students enrolling in either of the Management majors should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Advanced Concepts Requirements	3 credits
Free Electives	9 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Advanced Concepts Requirements

Select one:

- Advanced Cooking (ADVC-301) 3 credits
- Advanced Principles of Service Management in Hospitality (HSBV-410) 3 credits
- Menu Development and Testing (MGMT-419) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management (BPS) (Singapore)

Graduation Requirements

Singapore Campus

Junior Year, First Semester

- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits
- Culinary Fundamentals (CULS-100) 6 credits
- Meat Identification, Fabrication, and Utilization (CULS-115) 1.5 credits
- Seafood Identification and Fabrication (CULS-116) 1.5 credits
- Introduction to à la Carte Cooking (CULP-115) 3 credits
- Elementary French I (FREN-310) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit

Total credits 21.0

Junior Year, Second Semester

- Garde Manger (CULP-225) 3 credits
- Baking and Pastry Skill Development (BAKE-241) 3 credits
- High-Volume Production Cookery (CULP-130) 3 credits
- Modern Banquet Cookery (CULA-110) 3 credits
- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits
- Wine Studies (HOSP-240) 3 credits
- Elementary French II (FREN-320) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Total credits 22.5

Global Cuisines and Cultures Trip

- Global Cuisines and Cultures (China) (BPSE-310) 3 credits
- Global Cuisines and Cultures (France) (BPSE-311) 3 credits
- Global Cuisines and Cultures (Italy) (BPSE-312) 3 credits
- Global Cuisines and Cultures (Peru) (BPSE-315) 3 credits
- Global Cuisines and Cultures (Spain) (BPSE-313) 3 credits
- Global Cuisines and Cultures (U.S. Hudson Valley and Near Landscapes) (BPSE-314) 3 credits

Total credits 3.0

Senior Year, First Semester

- Cuisines and Cultures of the Americas (CULP-221) 3 credits
- Cuisines and Cultures of the Mediterranean (CULA-242) 3 credits
- Cuisines and Cultures of Asia (CULP-222) 3 credits
- Advanced Cooking (ADVC-301) 3 credits
- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Menu Development (BUSM-242) 1.5 credits
- Intermediate French (FREN-350) 3 credits
- Literature and Composition (LITC-300) 3 credits
- Costing Examination (Culinary Arts) (CULS-250) non-credit

Total credits 21.0

Senior Year, Second Semester

- Contemporary Restaurant Cooking (CULA-252) 3 credits
- Contemporary Hospitality and Service Management (HOSP-250) 3 credits
- Culinary Practical Examination II (CULS-251) non-credit
- Formal Restaurant Cooking (CULA-255) 3 credits
- Formal Hospitality and Service Management (HOSP-255) 3 credits

- History and Cultures of Asia (HIST-300) 3 credits or
- History and Cultures of Europe (HIST-301) 3 credits

- Human Resource Management (MGMT-307) 3 credits

Total credits 18.0

Total Junior- /Senior-Year Credits 85.5

Credits transferred

Credits transferred from diploma of Culinary and Catering Management, Hospitality and Tourism Management, Leisure and Resort Management, or other program

Total credits 46.5–49.5

Total Credits for BPS Degree 132.0

Culinary Science (BPS) (NY)

Graduation Requirements

Students enrolling in the Culinary Science major should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts or Baking and Pastry Arts	69 credits
Liberal Arts Requirements	30 credits
Culinary Science Requirements	33 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Culinary Science Requirements

- Advanced Concepts in Precision Temperature Cooking (CUSC-420) 3 credits
- Culinary Chemistry (CUSC-310) 3 credits
- Culinary Research and Development (CUSC-410) 3 credits
- Culinary Science: Principles and Applications (CUSC-300) 3 credits
- Dynamics of Heat Transfer and Physical Properties of Food (CUSC-315) 3 credits
- Flavor Science and Perception (CUSC-320) 3 credits
- Ingredient Functionality: Texture Development, Stability, and Flavor Release (CUSC-415) 3 credits
- Microbial Ecology of Food Systems (CUSC-350) 3 credits
- Modern and Industrial Cooking Tools, Techniques, and Ingredients (CUSC-425) 3 credits
- Research Methods: Scientific Evaluation of Traditional Cooking Techniques (CUSC-325) 3 credits
- Senior Thesis: Culinary Science Research Projects (CUSC-450) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Bachelor of Professional Studies, Management Majors with Concentrations—Graduation Requirements

Baking and Pastry Arts Management, Advanced Concepts in Baking and Pastry Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in the Baking and Pastry Arts Management major with the Advanced Concepts in Baking and Pastry concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts

69 credits

Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	6 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the California campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits

- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits
- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Advanced Pastry (ADVP-301) 3 credits
- Business Planning (MGMT-407) 3 credits
- Creative Artisanal Chocolates (ACBP-300) 3 credits
- Modern Entremets, Pastries, and Petit Fours (ACBP-302) 3 credits
- Pastry Concepts and Design (ACBP-301) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Baking and Pastry Arts Management, Advanced Wine, Beverage, and Hospitality Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the Advanced Wine, Beverage, and Hospitality concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts	69 credits
Liberal Arts Requirements	24 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the California campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Advanced Principles of Service Management in Hospitality (HSBV-410) 3 credits
- Advanced Wine Studies (HSBV-404) 3 credits
- La Sommelierie: Developing and Delivering a Professional Beverage Program (HSBV-409) 3 credits
- A Sense of Place: Critical Perspectives on the California Wine Industry (LART-400) 3 credits
- Spirits and Principles of Mixology (HSBV-300) 3 credits

Required Prerequisite

- Beverage Operations Management (HSBV-305) 3 credits

Please Note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Baking and Pastry Arts Management, American Food Studies: Farm-to-Table Cooking Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the American Food Studies: Farm-to-Table Cooking concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	6 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the California campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

Mathematics

- Mathematics (MATH-111) 1.5 credits

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Business Planning (MGMT-407) 3 credits
- Advanced Cooking (ADVC-301) 3 credits
- Farm-to-Table Restaurant Operations (BPSE-403) 6 credits
- Farm to Fork: Practices of a Sustainable Table (BPSE-402) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Baking and Pastry Arts Management, Intrapreneurship: Driving Innovation from Within an Organization Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the Intrapreneurship concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	3 credits
Concentration Requirements	15 credits
Free Electives	3 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(all semesters in New York)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits

- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Corporate Finance (MGMT-362) 3 credits
- Financial Accounting (MGMT-310) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Intraventure Operations (MGMT-421)
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Intraventure Critique, Analysis, and Evaluation (MGMT-422)
- Intraventure Operations Technology (MGMT-417) 3 credits
- Intraventure Planning (MGMT-418) 3 credits
- Introduction to Corporate Ventures (MGMT-414) 3 credits
- Menu Development and Testing (MGMT-419) 3 credits

Required Prerequisite

- Managerial Accounting (MGMT-365) 3 credits

Please note:

- Menu Development and Testing only offered to students enrolled in Intrapreneurship concentration
- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Baking and Pastry Arts Management, Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques Concentration (BPS) (NY)

Graduation Requirements

Offered only in the January and May semesters

Students enrolling in either Management major with the Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Baking and Pastry Arts	69 credits
Liberal Arts Requirements	24 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the Texas campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits
- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Advanced Cooking (ADVC-301) 3 credits
- Ancient Foods in a Modern World: Latin American Crops in the Global Arena (LART-335) 3 credits
- Latin Cuisines: Mexico, Central America, and the Caribbean (BPSE-420) 3 credits
- Latin Cuisines: South America (BPSE-421) 3 credits
- Senior Thesis: Latin Cuisine (BPSE-422)

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management, Advanced Wine, Beverage, and Hospitality Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the Advanced Wine, Beverage, and Hospitality concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits

Concentration Requirements

15 credits

TOTAL FOR BACHELOR'S DEGREE

132 CREDITS

New York Campus

(with one semester at the California campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Advanced Principles of Service Management in Hospitality (HSBV-410) 3 credits
- Advanced Wine Studies (HSBV-404) 3 credits
- La Sommellerie: Developing and Delivering a Professional Beverage Program (HSBV-409) 3 credits
- A Sense of Place: Critical Perspectives on the California Wine Industry (LART-400) 3 credits
- Spirits and Principles of Mixology (HSBV-300) 3 credits

Required Prerequisite

- Beverage Operations Management (HSBV-305) 3 credits

Please Note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management, American Food Studies: Farm-to-Table Cooking Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the American Food Studies: Farm-to-Table Cooking concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	6 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the California campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

Mathematics

- Mathematics (MATH-111) 1.5 credits

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Business Planning (MGMT-407) 3 credits
- Advanced Cooking (ADVC-301) 3 credits
- Farm-to-Table Restaurant Operations (BPSE-403) 6 credits
- Farm to Fork: Practices of a Sustainable Table (BPSE-402) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.

- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management, Intrapreneurship: Driving Innovation from Within an Organization Concentration (BPS) (NY)

Graduation Requirements

Students enrolling in either Management major with the Intrapreneurship concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	3 credits
Concentration Requirements	15 credits
Free Electives	3 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(all semesters in New York)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits

- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Corporate Finance (MGMT-362) 3 credits
- Financial Accounting (MGMT-310) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Intraventure Operations (MGMT-421)
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Intraventure Critique, Analysis, and Evaluation (MGMT-422)
- Intraventure Operations Technology (MGMT-417) 3 credits
- Intraventure Planning (MGMT-418) 3 credits
- Introduction to Corporate Ventures (MGMT-414) 3 credits
- Menu Development and Testing (MGMT-419) 3 credits

Required Prerequisite

- Managerial Accounting (MGMT-365) 3 credits

Please note:

- Menu Development and Testing only offered to students enrolled in Intrapreneurship concentration
- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Culinary Arts Management, Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques Concentration (BPS) (NY)

Graduation Requirements

Offered only in the January and May semesters

Students enrolling in either Management major with the Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques concentration should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Concentration Requirements	15 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

(with one semester at the Texas campus)

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits
- Social Psychology (SOCS-308) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Concentration Requirements

- Advanced Cooking (ADVC-301) 3 credits
- Ancient Foods in a Modern World: Latin American Crops in the Global Arena (LART-335) 3 credits
- Latin Cuisines: Mexico, Central America, and the Caribbean (BPSE-420) 3 credits
- Latin Cuisines: South America (BPSE-421) 3 credits
- Senior Thesis: Latin Cuisine (BPSE-422)

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Accelerated Culinary Arts Certificate Program

California Campus

The Accelerated Culinary Arts Certificate Program (ACAP) is designed for graduates of baccalaureate programs in hospitality management, food science, nutrition, and other closely related fields who want to understand the inner workings of a professional kitchen, gain skills that will enhance their degree, and provide expanded career opportunities. These skills are developed through hands-on exercises designed to teach culinary techniques and enhance an understanding of flavors and the dynamic interaction of ingredients.

Graduates of the **Accelerated Culinary Arts Certificate Program** will have the skills and knowledge for such positions as cook, research assistant, restaurant assistant manager, and other entry-level positions.

To qualify for the certificate, students must successfully complete the entire course of study: two on-campus semesters of about 15 weeks each. The program consists of 30 credits of lecture and hands-on participation in a culinary laboratory. The ACAP is approximately 30 weeks in length, and depending on the calendar, students may have an occasional weekday off during the program.

Once students have successfully completed the required 30 credit hours while maintaining at least a 2.0 grade point average and no more than five absences, they will be awarded the "Accelerated Culinary Arts Program" certificate upon graduation.

ACAP Educational Objectives

- Attain proficiency in traditional and contemporary culinary techniques through hands-on exercises in a professional kitchen environment.
- Acquire background knowledge of world cuisines in order to identify characteristic flavor profiles.
- Learn the tools and function of a professional kitchen in order to apply them towards prior knowledge of hospitality management, food science, and dietetics/nutrition.

Instructional Program and Schedule

While enrolled in the CIA's courses, students will be assigned to small instructional groups. These groups, normally up to 20 students, are scheduled for all practical or laboratory courses, which integrate culinary theory and practice.

Within each group, students will actively participate in learning assignments related to the cleaning and sanitizing of laboratory areas and equipment. Personal hygiene and proper food handling procedures are emphasized to minimize potential food contamination. Strict sanitation and safety regulations are practiced and enforced. This reflects the college's concern that such practices be an integral part of all foodservice and hospitality operations, for the health and safety of personnel and guests alike.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in the proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Certificate—Graduation Requirements

Accelerated Culinary Arts Certificate (CA)

Graduation Requirement

California Campus

First Semester

- Culinary Fundamentals (CULS-100) 6 credits
- Ingredients and Techniques of Fabrication (CULS-105) 3 credits
- Introduction to à la Carte Cooking (CULP-115) 3 credits
- Contemporary Topics in Culinary Arts (CULS-125) 3 credits

Total credits 15.0

Second Semester

- Cuisines and Cultures of Asia (CULP-222) 3 credits
- Cuisines and Cultures of the Mediterranean (CULA-242) 3 credits
- Baking and Pastry Skill Development (BAKE-241) 3 credits
- Cuisines and Cultures of the Americas (CULP-221) 3 credits
- Garde Manger (CULP-225) 3 credits
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit

Total credits 15.0

Total Credits for Certificate 30.0

Accelerated Wine and Beverage Certificate Program

California Campus

The core of the Accelerated Wine and Beverage Certificate Program (AWBP) involves instruction in those topics critical to professionals working in this area of the industry and will enhance prior education in areas of hospitality management, culinary arts, or other related fields.

The objective is to teach a comprehensive overview of wines of the worlds, from varietals and winemaking practices to wine laws and distribution, that will be of immediate value to employers looking to bring a wine professional into their organization. Intertwined into each class in the curriculum are food and wine pairing and service topics and exercises, subjects of critical importance to beverage professionals.

Graduates of the **Accelerated Wine and Beverage Certificate Program** will have the skills and knowledge for entry-level positions in food and beverage management, service, wine hospitality, winery sales, distribution, catering, and wine and food event management.

To qualify for the certificate, students must successfully complete the entire course of study: two on-campus semesters of about 15 weeks each. The program consists of 30 credits of lecture and hands-on participation in classroom activities developed to increase knowledge about this important discipline in the foodservice industry. The AWBP is approximately 30 weeks in length, and depending on the calendar, students may have an occasional weekday off during the program.

Once students have successfully completed the required 30 credit hours while maintaining at least a 2.0 grade point average and no more than five absences, they will be awarded the "Accelerated Wine and Beverage Program" certificate upon graduation.

AWBP Educational Objectives

- Attain proficiency in sensory analysis of wines, distilled spirits, and fermented and non-fermented beverages.
- Acquire knowledge of major wine-producing regions of the world.
- Explain basic management responsibilities in the food and beverage industry, specifically as related to beverage management.

Instructional Program and Schedule

While enrolled in this program, students will be assigned to instructional groups of up to 30 students. These groups are scheduled for all lecture and lab classes together as a team to integrate theory and practice while stressing human relations and communication skills.

Within this group, students will actively participate in learning assignments, beginning with a sensory analysis of wines and spirits in a systematic, professionally recognized process that gives each student a common language with which to

discuss and describe beverages. From this foundation, the program will build essential knowledge of regional grape growing and winemaking techniques, geography and terroir, wine laws and regulations appropriate to each region of the world, gastronomy, and contemporary service topics. Culinary skills will be taught as a means to expand sensory analysis capabilities and as a way to develop a vocabulary to evaluate food in preparation for food and wine pairing exercises throughout the program. Service topics are woven into each class to comprise a modern lesson in hospitality management that can be immediately applicable upon graduation.

The college's academic schedule ensures that students will progress from basic to intermediate to advanced subject matter in the proper sequence. The CIA reserves the right to modify course sequence, content, and offerings.

Certificate—Graduation Requirements

Accelerated Wine and Beverage Certificate (CA)

Graduation Requirements

California Campus

First Semester

- Fundamentals of Wine and Professional Service (WINS-101) 3 credits
- New World Wines I (WINS-121) 3 credits
- New World Wines II (WINS-131) 3 credits
- Culinary Skills for Wine Professionals (WINS-141) 3 credits
- Wine Regions of Europe I (WINS-151) 3 credits

Total credits 15.0

Second Semester

- Wine Regions of Europe II (WINS-201) 3 credits
- Global Wine Business and Wine Program Operations (WINS-211) 3 credits
- Wine and Service Practical Exam (WINS-200) non-credit
- Fermented and Specialty Non-Alcoholic Beverages (WINS-231) 3 credits
- Distilled Spirits (WINS-241) 3 credits
- Applied Theories in Flavor Dynamics and Mixology (WINS-251) 3 credits

Total credits 15.0

Total Credits for Certificate 30.0

Degrees Granted

Associate in Occupational Studies in Baking and Pastry Arts
Associate in Occupational Studies in Culinary Arts

Associate in Applied Science in Baking and Pastry Arts
Associate in Applied Science in Culinary Arts
Bachelor of Professional Studies in Baking and Pastry Arts Management
Bachelor of Professional Studies in Culinary Arts Management
Bachelor of Professional Studies in Culinary Science
Bachelor of Professional Studies in Applied Food Studies

Sample Program (AOS)

Culinary Arts (AOS) (NY) (SAMPLE)

Graduation Requirements

New York Campus

Freshman Year, First Semester

- Culinary Fundamentals (CULS-100) 6 credits *
- Culinary Math (MATH-110) 1.5 credits
- Externship Prep Seminar I (EXTN-097) non-credit
- Externship Prep Seminar II (EXTN-098) non-credit
- Food Safety (ARTS-112) 1.5 credits *
- Professionalism and Life Skills (FRSH-100) 1.5 credits
- Introduction to Gastronomy (ARTS-111) 1.5 credits
- Nutrition (ARTS-243) 1.5 credits
- Product Knowledge (CULS-114) 1.5 credits

Total credits 15.0

Freshman Year, Second Semester

- Introduction to Management (BUSM-240) 1.5 credits
- Meat Identification, Fabrication, and Utilization (CULS-115) 1.5 credits
- Seafood Identification and Fabrication (CULS-116) 1.5 credits
- Modern Banquet Cookery (CULA-110) 3 credits
- Introduction to à la Carte Cooking (CULP-115) 3 credits
- High-Volume Production Cookery (CULP-130) 3 credits
- Culinary Practical Examination I (Cooking Practical) (CULS-151) non-credit
- Culinary Practical Examination I (Written Exam) (CULS-152) non-credit
- Externship Prep Seminar III (EXTN-099) non-credit

- College Writing (ENGL-120) 3 credits *or*
- College Writing for ELLs (English Language Learners) (ENGL-122) 3 credits

Total credits 16.5

Externship

- Externship (Culinary Arts) (EXTN-100) 3 credits

Total credits 3.0

Sophomore Year, First Semester

- Baking and Pastry Skill Development (BAKE-241) 3 credits
- Garde Manger (CULP-225) 3 credits
- Cuisines and Cultures of the Americas (CULP-221) 3 credits
- Controlling Costs and Purchasing Food (BUSM-245) 1.5 credits
- Cuisines and Cultures of the Mediterranean (CULA-242) 3 credits
- Cuisines and Cultures of Asia (CULP-222) 3 credits
- Menu Development (BUSM-242) 1.5 credits
- Introduction to Catering: Hospitality and Service Management (HOSP-210) 1.5 credits

Total credits 19.5**

Sophomore Year, Second Semester

- Wine Studies (HOSP-240) 3 credits
- Culinary Practical Examination II (CULS-251) non-credit
- Contemporary Restaurant Cooking (CULA-252) 3 credits
- Contemporary Hospitality and Service Management (HOSP-250) 3 credits
- Formal Restaurant Cooking (CULA-255) 3 credits
- Formal Hospitality and Service Management (HOSP-255) 3 credits
- Costing Examination (Culinary Arts) (CULS-250) non-credit

Total credits 15.0

Total Credits for AOS Degree 69.0

*Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Food Safety course) and meet GPA requirements in order to progress to the second semester of the freshman year.

**The overload fee (see Fees That May Be Assessed) is waived for this 19.5-credit semester.

Sample Program (BPS)

Culinary Arts Management (BPS) (SAMPLE)

Graduation Requirements

Students enrolling in Management major should work with their adviser to select the proper mix of courses that both meet the graduation requirements of the degree and align with their academic goals and career aspirations. The basic requirements are as follows:

AOS or AAS in Culinary Arts	69 credits
Liberal Arts Requirements	24 credits
Liberal Arts Electives	3 credits
Business Management Requirements	15 credits
Business Management Electives	9 credits
Advanced Concepts Requirements	3 credits
Free Electives	9 credits
TOTAL FOR BACHELOR'S DEGREE	132 CREDITS

New York Campus

Liberal Arts Requirements

Social Science

Select one:

- Anthropology of Food (SOCS-404) 3 credits
- Psychology of Human Behavior (SOCS-306) 3 credits

Math/Science

Select one:

- College Algebra (MTSC-301) 3 credits
- Introduction to Statistics (MTSC-302) 3 credits
- Science Fundamentals (MTSC-307) 3 credits
- Survey of Mathematics (MTSC-305) 3 credits

Foreign Language

Two in the same language, in sequence:

- Chinese
- French
- Italian
- Spanish

History and Cultures

Select two:

- History and Cultures of Asia (HIST-300) 3 credits
- History and Cultures of Europe (HIST-301) 3 credits
- History and Cultures of the Americas (HIST-302) 3 credits

Literature and Composition

- Literature and Composition (LITC-300) 3 credits

Economics

Select one:

- Principles of Macroeconomics (SOCS-320) 3 credits
- Principles of Microeconomics (SOCS-310) 3 credits

Business Management Requirements

- Finance (MGMT-361) 3 credits **OR**
- Managerial Accounting (MGMT-365) 3 credits

- Financial Accounting (MGMT-310) 3 credits
- Foodservice Management (MGMT-450) 3 credits
- Human Resource Management (MGMT-307) 3 credits
- Marketing and Promoting Food (MGMT-302) 3 credits

Advanced Concepts Requirements

Select one:

- Advanced Cooking (ADVC-301) 3 credits
- Advanced Pastry (ADVP-301) 3 credits
- Advanced Principles of Service Management in Hospitality (HSBV-410) 3 credits
- Menu Development and Testing (MGMT-419) 3 credits

Please note:

- The foreign language requirement must be fulfilled by the end of the junior year.
- Not all electives will be offered each semester. For the most current list of elective offerings, students should check CIA Main Menu (the student web portal).
- The Global Cuisines and Cultures elective travel courses take place between bachelor's semesters in late April/early May and late July/early August.
- Course prerequisites and corequisites are listed in the course descriptions.

Certificates Granted

Accelerated Culinary Arts
Accelerated Wine and Beverage

HEGIS Codes

The Higher Education General Information Survey (HEGIS) code for the BPS degree programs is 0508 and for the AOS degree programs is 5404.

Degree and Certificate Programs

The degree and certificate program curricula at The Culinary Institute of America are composed of courses offering comprehensive instruction in cooking, baking, beverage studies, culinary science, business management, liberal arts, and general education. The CIA does not provide English as a Second Language instruction.

After graduating from these programs, students will have acquired a top-notch education, enabling them to meet the needs of the foodservice and hospitality industry for well-educated, highly qualified professionals. While it is to students' advantage to complete the degree or certificate programs in the prescribed period, they may take a maximum of 1½ times the normal completion time to complete their program if circumstances warrant.

Please note: Current students should follow the course curricula as described in the catalog covering the academic year of their entry date to the CIA. Any curriculum changes listed in subsequent catalogs may not apply to their matriculation. For students returning to the CIA to complete their degree or certificate, individual course requirements will be determined upon readmission. Questions about the course curriculum should be addressed to the associate dean or academic dean in the student's program (NY), director of education support (CA), director of education (TX), or managing director (SG).

Class Sessions and Credit Hours

A clock hour is defined as 50 minutes of instructional time in class. At least 15 hours of class lecture or 30 hours of laboratory time—and the study and homework associated with those class hours—constitute one semester credit hour.

Legend of Course Number Prefixes

Associate Degrees and ACAP

ACBP	Advanced Concepts in Baking and Pastry	ENGL	English
ARTS	Liberal Arts	ENSL	English as a Second Language
BAKE	Baking	EXTN	Externship
BUSM	Business Management	FRSH	Professionalism and Life Skills
CULA	Culinary Arts	HOSP	Hospitality

CULP Culinary Production

MATH Math

CULS Culinary Skills

ROPS Restaurant Operations

AWBP

WINS Wines and Beverages

Bachelor's Degrees–New York Campus

ADVC Advanced Culinary

HSBV Hospitality and Beverage Management

ADVP Advanced Baking and Pastry

ITAL Italian

APFS Applied Food Studies

LART Liberal Arts Electives

BPSE Free Electives

LITC Literature and Composition

CHIN Chinese

MGMT Business Management

CUSC Culinary Science

MTSC Math and Science

FREN French

SOCS Social Sciences

HIST History

SPAN Spanish

Bachelor's Degrees–Singapore Campus

ADVC Advanced Culinary

CULS Culinary Skills

ARTS Liberal Arts

FREN French

BAKE Baking

HIST History

BPSE Free Electives

HOSP Hospitality

BUSM Business Management

LITC Literature and Composition

CULA Culinary Arts

MGMT Business Management

CULP Culinary Production

SOCS Social Sciences

Course Descriptions

Descriptions for all courses offered in the degree and certificate programs follow. For a listing of required and elective courses for a given degree or certificate program, please see the Graduation Requirements for that specific program in the Curricula section. Please note that not all electives will be offered each semester. A legend of course number prefixes can be found below.

- Legend of Course Number Prefixes

Creative Artisanal Chocolates (ACBP-300)

3 credits

In this hands-on course, students will conceive, design, develop, and produce a line of confectionery items that is appropriate for a proposed business model. They will take confectionery items from concept through formula development into production, and ultimately to packaging and sales. Students will use their knowledge of confectionery techniques and ingredient function to evaluate and troubleshoot products that they design and put into production.

Pastry Concepts and Design (ACBP-301)

3 credits

This course will introduce students to the practical application of the principles for the designing of both baked goods as well as assorted pastry items. Participants will take a variety of products through the entire cycle of production, from concept and design to planning production needs to the packaging and display of such products. Topics include product design; production requirements, focusing on equipment strategy; and packaging design, including the history of packaging as well as cultural and environmental concerns. The material covered in this course will play an important part in adding knowledge and understanding of how the baking and pastry industry navigates the flow process from conception to completion.

Modern Entremets, Pastries, and Petit Fours (ACBP-302)

3 credits

During this course, students examine the art and craft of contemporary entremets, pastries, and petit fours. Focusing on current designs, flavors, and production techniques, students will create a wide variety of products that are progressive in style, flavor, and appearance.

Advanced Cooking (ADVC-301)

3 credits

This course is designed to integrate students' culinary training, academic studies, and field experience using fundamental cooking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Cooking is an examination of taste, cooking techniques, ingredients, and flavoring techniques. Building on previous cooking courses, students will research and prepare representative regional menu items as well as complete an intensive analysis of the principles of cuisine. Short papers, a detailed project, menu development, and service reflective of a specific cuisine will be part of this course. (Prerequisite: Formal Hospitality and Service Management (HOSP-255))

Advanced Pastry (ADVP-301)

3 credits

This course is designed to integrate students' training in baking and pastry arts, academic studies, and field experience using fundamental baking techniques, topics of contemporary significance, food science, aesthetics, and sensory perception as frameworks. Advanced Pastry is an examination of taste, baking and pastry techniques, ingredients, and

spices. Students will research and evaluate recipes, comparing and contrasting ingredient functionality and methodology.

Applied Food Studies (APFS-300)

3 credits

This course is designed to introduce students to foundational issues and contemporary concerns in food studies, an interdisciplinary and multidisciplinary field that explores the social, cultural, historical, and political aspects of food and eating. The course also provides a survey of the liberal arts, which form the core of a well-rounded college education. Applied Food Studies will give students a better understanding of the field of food studies as a whole. Food studies theories and concepts will be put into practice through the readings, course exercises, and research practice. The readings and assignments are designed to develop and hone the skills of critical thinking, problem solving, and inquiry and analysis that are the hallmarks of a classic liberal arts education, and also necessary for engaged participation as a global citizen of the 21st century. By the end of class, students will be better prepared to find and evaluate information, ask smart questions, and articulate clear, nuanced arguments about food and its relationship and value to our lives.

Project in Applied Food Studies (APFS-400)

3 credits

This course will require students to synthesize and apply knowledge gained in previous food studies courses to create a hands-on, experiential research project that will result in a substantial and lasting contribution to the Applied Food Studies program and The Culinary Institute of America. Areas of research may include the analysis of local food systems and food sheds, the exploration of anthropogenic ecosystem changes, the recreation of historical agricultural techniques and food technology, and the application of same.

Introduction to Gastronomy (ARTS-111)

1.5 credits

An introduction to the social, historical, and cultural forces that have affected or will affect the culinary as well as the baking and pastry professions. Topics include the contemporary challenges facing food professionals in the twenty-first century and etiquette as a social and professional discipline. Students will be expected to complete several written assignments and present a group research project.

Food Safety (ARTS-112)

1.5 credits

An introduction to food production practices governed by changing federal and state regulations. Topics to be covered include prevention of foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe® examination for certification.

Introduction to Food Science (ARTS-150)

3 credits

This course provides an introduction to the physical and biological sciences that serve as the foundations of food safety and nutrition. Topics include prevention of foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will take the National Restaurant Association ServSafe® examination in this course. Students also learn about basic nutrients, food labeling, nutritional principles, current issues in nutrition, and the application of nutritional principles to menu development, and will practice nutritional analysis of recipes.

Gastronomy (ARTS-155)

3 credits

This course is a study of the social, historical, and cultural forces that have affected or will affect the way in which society interacts with food. Topics include the development of the culture around food in society; preference, aversion, and identity in food; taste; terroir; and food politics. Students will complete several written assignments and a research project.

World Cultures and Cuisines (ARTS-215)

3 credits

Food is a critical component of culture within any society. This course investigates its impact on lifestyle, commerce, and politics in key global regions. Students learn why and how agriculture, religion, history, and environmental sustainability influence the characteristics of a culture and its food. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Nutrition (ARTS-243)

1.5 credits

Examine the basic concepts and principles of nutrition. In this course, students learn about basic nutrients, food labeling, nutritional principles, current issues in nutrition, and the application of nutritional principles to menu development. Students will also be involved in nutritional analysis of recipes.

Introduction to Food Jobs (ARTS-275)

1 credit

This elective course will introduce the extensive range of career opportunities available when a student earns a bachelor's or associate degree from the CIA. It will enable students to evaluate their own unique skills and introduce them to the wide range of career options that are readily available in the exciting world of food.

Baking and Pastry Techniques (BAKE-105)

6 credits

This introductory-level course covers the basic theory and skill sets used throughout the field of baking and pastry. Topics covered include the use of hand tools and equipment found in a bakeshop, as well as the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, pre-cooked, cut-in, lamination, straight dough, custards, frozen desserts, chocolates, and sauces. Students will also taste and evaluate products they create in class to enhance their understanding of the course material.

Baking Ingredients and Equipment Technology (BAKE-110)

1.5 credits

This course will focus on the range of baking ingredients in original, modified, and prepared forms as well as the theory and operation of large equipment and hand tools used in bakeries and pastry shops. Through tasting and testing, students learn to identify and select quality grains, fruits, vegetables, gelling agents, nuts and seeds, dairy products, baking spices, eggs and egg products, flours, chocolates, fats, and oils used in the baking field. The advantages, disadvantages, and operational requirements of various types of equipment will also be covered.

Hearth Breads and Rolls (BAKE-111)

3 credits

Building on previous knowledge, students learn to mix, shape, bake, store, and distribute breads and rolls. Students will build speed and increase their proficiency in meeting production deadlines with quality products. Emphasis is placed on the use of traditional fermentation methods, equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life.

Principles of Design (BAKE-113)

1.5 credits

Study the basic concepts of figure, ground, line, contrast, pattern, proportion, color, symmetry, movement, unity, and balance. Students learn the principles of two- and three-dimensional design and develop language to analyze product design, plate presentations, decoration, and packaging on visual, tactile, and conceptual levels.

Café Savory Foods Production (BAKE-115)

1.5 credits

This production experience concentrates on previously learned knife skills, fundamental cooking techniques, and quantity food production principles. Students will further develop their ability to organize an assigned station based on preparation methods, while focusing on production, plate presentation, and cooking techniques as applied to specific menu items. They will also learn the importance of getting the café foods to the ready stage to be assembled, finished, and served at a later time. Emphasis will be placed on speed, storage, uses, and nutritional aspects of key ingredients.

Basic and Classical Cakes (BAKE-123)

3 credits

A review of creaming, foaming, and blending techniques with an emphasis on preparing simple to complex unfilled cakes, filled cakes, and tortes. Topics to be covered include comparison of classical and modern preparations; classical cakes (such as gâteaux, St. Honoré, Dobosh Torte, Linzer Torte, and Sacher Torte); glazed, iced, molded, and cream-filled cakes; tortes; and bombes.

Individual and Production Pastries (BAKE-124)

3 credits

Explore the steps for planning and conducting quantity production for banquets and large functions. In this course, students learn how to scale recipes for large-volume production for pastry buffet tables and retail settings. They also will create sheet cakes, French pastries, and buffet desserts.

Baking and Pastry Practical Examination I (BAKE-151)

non-credit

In this two-day practical exam, students will be tested on the fundamentals of baking. This hands-on skills exam will draw from a selection of products that have been covered during students' first year of studies. The exam is comprised of a selection of mixing methods, lamination, and basic chocolate work. (High Pass/Pass/Fail Grading)

Specialty Breads (BAKE-202)

3 credits

This course gives students the chance to learn the principles and techniques of preparing multi-grain breads,

sourdoughs, bagels, pretzels, holiday or seasonal breads, and flat breads. Special emphasis will be placed on regional breads and breads of the world; handling grains (such as soakers) for specialty breads; mixing, shaping, and finishing specialty breads; and learning innovative baking methods.

Costing Examination (Baking and Pastry Arts) (BAKE-225)

non-credit

This written examination tests knowledge of controlling costs in foodservice organizations and solving problems using quantitative reasoning. (Pass/Fail grading)

Baking and Pastry Practical Examination II (BAKE-230)

non-credit

In this two-day practical exam, students are required to produce items that will demonstrate their knowledge of baking and pastry principles along with the hand skills they have developed during their first and second years of study. This exam allows students to show what they have learned with regard to yeast-raised products, aerated desserts, ganache, and chocolate tempering techniques.

Confectionery Art and Special Occasion Cakes (BAKE-240)

3 credits

This course introduces the basics of decorative work as applied to showpieces and special occasion cakes. Sugar work such as pulled, blown, and poured will be covered, as will be the use of tempered and modeling chocolate. During the second half of the course, students will have the opportunity to design and execute their own three-tier wedding cake as well as work on a special occasion cake and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Students will be required to complete piping homework.

Baking and Pastry Skill Development (BAKE-241)

3 credits

An introduction to the principles and techniques used in the preparation of high-quality baked goods and pastries, with an emphasis on fundamental production techniques and evaluation of quality characteristics. Topics include bread fermentation and production, ingredient functions, and custard ratios and preparations.

Chocolate and Confectionery Technology and Techniques (BAKE-242)

3 credits

This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Students will apply their knowledge of these concepts in daily production of a wide range of chocolates and confections. Types of centers to be discussed and produced include varieties of ganache, crystalline and non-crystalline sugar confections, nut-based centers, jellies, and aerated confections. Ingredient function will focus on fats, nutritive sweeteners, dairy products, binding agents, and chocolate. Techniques include chocolate tempering methods, sugar cooking technique, hand dipping centers, and shell molding. Students entering this class should have a working knowledge of chocolate-handling techniques and chocolate tempering.

Contemporary Cakes and Desserts (BAKE-245)

3 credits

An examination of cakes and desserts that are assembled and decorated with a modern approach using the latest

technology and equipment. Topics will include small cakes decorated as a whole; cakes finished in molds or rings; and items that can be used for cakes, desserts, or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh products, simplicity of style, and ease of production.

Advanced Baking Principles (BAKE-251)

3 credits

An examination of baking methods and principles from a nutritional and chemical/physical point of view. Students will conduct experiments (using controlled formulas) and nutritional analyses on various baking ingredients and products in order to develop a better understanding of baking principles. Topics include preparation of common products with a variety of ingredients; diets such as vegan, diabetic, and gluten-free; nutritional labels; and preparation of desserts, breads, and cakes for persons with special dietary needs.

Restaurant and Production Desserts (BAKE-252)

3 credits

This course covers the preparation and service of hot and cold desserts with a focus on individual desserts, à la minute preparations, and numerous components within one preparation. Students will learn station organization, timing, and service coordination for restaurant dessert production. Products made will include frozen desserts, ice cream, sorbet, glacés, individual plated desserts, and desserts for functions and banquets. During the course, students will develop a dessert menu from the perspective of variety, costs, practicality, and how well it matches the rest of the menu.

Café Operations (BAKE-254)

3 credits

Experience the reality of producing and marketing products in the setting of an actual bakery café. Students prepare, display, and present savory items, pastry products, and signature baked goods. In an on-campus bakery café environment, students practice the skills of controlling inventory, analyzing sales, and operating a complete shop. Specialty items for customers are developed under the direction of a faculty member.

Beverages and Customer Service (BAKE-255)

3 credits

The goal of this course is to give students a realistic working environment where they will be exposed to guest interactions and be able to identify customer needs and concerns in the industry. The student will learn the proper definition and feel of hospitality and what it is to provide accurate guest service. The course will provide an introduction to a wide variety of beverages and models of service, as well as the processes of receiving, storing, and preparing beverages. Instruction will emphasize hot beverages such as teas, coffees, coffee-based drinks, and cocoas; cold drinks such as beer, wine, spirits, juices, sodas, and fruit drinks; and the range of alcoholic and non-alcoholic drinks available to patrons of retail food and pastry establishments. In addition, students will learn to pair beverages with food items.

Professional Food Writing (BPSE-300)

3 credits

In this elective course, students write a variety of pieces for professional food and beverage publications and general interest magazines. They also develop research skills with an emphasis on examining trends in the foodservice and hospitality industry as well as analyzing publications for reader profile, voice, content, structure, and style. In addition, students will create a portfolio of their work, including feature and news articles, personality profiles, book and restaurant reviews, recipes, and food narratives.

Global Cuisines and Cultures (China) (BPSE-310)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Global Cuisines and Cultures (France) (BPSE-311)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Global Cuisines and Cultures (Italy) (BPSE-312)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Global Cuisines and Cultures (Spain) (BPSE-313)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Global Cuisines and Cultures (U.S. Hudson Valley and Near Landscapes) (BPSE-314)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums, and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Global Cuisines and Cultures (Peru) (BPSE-315)

3 credits

The study of global cuisines and cultures allows us to develop a greater understanding of the human condition. Through experiential learning, we will examine the connection between gastronomy, culture, society, and local and global food systems of the selected country or region. We will visit farms, wineries, food processing plants, restaurants, museums,

and historical and educational sites and institutions to learn about food production and consumption, as well as culinary tradition.

Sustainable Food Systems (BPSE-351)

For more information, please see the Education Department.

Science of Nutrition (BPSE-400)

3 credits

Foods and eating patterns have been observed and noted since ancient times, but it was not until the early 1900s that nutrition became an accepted science. In this elective course, students will learn the science behind nutrition and explore the physiology of nutrition in depth. Beginning with a brief explanation of basic chemistry, the course will then continue with a review of normal digestion and metabolism on a cellular level. Diseases that are impacted by nutrition will also be discussed. This course is designed for the motivated student who wants a deeper understanding of nutrition beyond the culinary perspective and the information necessary to be an integral part of a foodservice team in various settings. (Prerequisite: a grade of "C" or better in Science Fundamentals (MTSC-307))

Farm to Fork: Practices of a Sustainable Table (BPSE-402)

3 credits

This course offers students a unique opportunity to study farm-to-table culinary practices and deepen their culinary philosophy, menu design, and ingredient sourcing through hands-on farming work on a four-acre farm. Our farm-to-table approach follows the same guiding principles for learning and understanding as would any farm-to-table practitioner: integrity, honesty, consciousness, creativity, responsibility, respect, nurturing the soul, and social commitment. Questioning and having open discussions of these values are key to fully understanding the founding beliefs and principles of farm-to-table cooking. Respect for the land, and those who responsibly harvest it, is essential to abiding by these values.

Farm-to-Table Restaurant Operations (BPSE-403)

6 credits

This course offers students the unique opportunity to operate The Conservatory Restaurant, a farm-to-table restaurant in the heart of the Napa Valley. Students will participate in both the front- and back-of-the-house operations. Front of the house will concentrate on the application of service principles of fine dining and hospitality, reviewing weekly sales, P&L statements, and finances. In the kitchen, students will develop, test, and execute weekly menus in a prix-fixe format utilizing products sourced from the CIA student farms and other local vendors. Emphasis will be placed on 100% utilization, quality, food cost, food product merchandising, station organization, preparation, plating, and timing for weekly menus.

Senior Thesis: Baking and Pastry Arts (BPSE-405)

3 credits

An investigation of a topic of the student's choice using library resources and other strategies to understand and evaluate the student's project and the evolving scholarship in the field. Techniques in Senior Thesis will include the examination of bibliographic material, interviews, books, journals, and online resources to assemble a research plan. A final project with a significant written component will be assigned. (Enrollment only by permission of the associate dean for liberal arts and the course instructor.)

Women in Leadership (BPSE-406)

3 credits

This elective course explores the nature and purpose of women and leadership from a variety of disciplines and perspectives. Topics include the women's rights movement, the growth of feminism, the contributions of women to business and the foodservice industry, women's challenges in other cultures, and a variety of other contemporary subjects. Current issues and trends are examined from historical, cultural, political, and ethical perspectives. Analysis and synthesis are used to apply information from a variety of resources to issues facing women who hold or seek leadership roles. Strategies for developing effective leadership are integrated throughout the course.

Field Experience and Action Plan (BPSE-409)

3 credits

This Independent Study elective course offers students the opportunity to explore a key issue in the community. Students will select a local agency for which to volunteer; keep a journal of their experience; and develop a paper analyzing their experience, the larger social issues that the agency addresses, and the personal changes that resulted from involvement with the agency. (Enrollment only by permission of the associate dean for liberal arts and the instructor of the course.)

Senior Thesis: Culinary Arts (BPSE-410)

3 credits

An investigation of a topic of the student's choice using library resources and other strategies to understand and evaluate the student's project and the evolving scholarship in the field. Techniques in Senior Thesis will include the examination of bibliographic material, interviews, books, journals, and online resources to assemble a research plan. A final project with a significant written component will be assigned. (Enrollment only by permission of the associate dean for liberal arts and the instructor of the course.)

Honors Thesis Seminar (BPSE-415)

3 credits

This elective is a seminar that focuses on the investigation of a topic of the student's choice, using library resources to effectively reference both online and print sources. It also includes an examination of bibliographic material, interviews, journals, and encyclopedias. Students develop a research proposal, write an annotated bibliography, produce a final 20-page research paper, and do a research presentation. Research exercises are assigned throughout the semester and two drafts of the paper will be peer-reviewed and discussed in class. A major component of the class will be sharing and discussing students' works in progress. (Enrollment by permission of the instructor. (Prerequisite: a grade of "B" or better in Literature and Composition (LITC-300))

Latin Cuisines: Mexico, Central America, and the Caribbean (BPSE-420)

3 credits

This course focuses on the regional cuisines of Mexico, Central America, and the Spanish-speaking Caribbean. Special attention will be given to the ingredients—especially corn—cooking techniques, and flavor profiles from these three major regions, whose ingredients and geography overlap, creating both commonalities and distinct culinary traditions. In this course, students will compare and contrast how similar ingredients are utilized in different ways amongst these regions to create distinguishable flavor profiles and iconic dishes associated with each one. Students will engage in lecture, hands-on cooking classes, and evaluation of dishes by the instructor, invited guests, and their classmates during family meal.

Latin Cuisines: South America (BPSE-421)

3 credits

This course focuses on the regional cuisines of South America. Special attention will be given to the ingredients—especially tubers, grains, and manioc—cooking techniques, and flavor profiles and iconic dishes from the Pacific Coastal, Andes, Amazon, Cerrado, and Pampas regions. The class will compare and contrast how similar ingredients are utilized in different ways amongst these regions to create distinguishable flavor profiles and iconic dishes associated with each one. Students will engage in lecture, hands-on cooking classes, and evaluation of dishes by the instructor, invited guests, and their classmates during family meal.

Senior Thesis: Latin Cuisine (BPSE-422)

Please see the Education Department for more information.

Introduction to Management (BUSM-240)

1.5 credits

An investigation of various management topics, including leadership, training, motivation, delegation, problem solving, decision making, and conflict resolution as they relate to foodservice establishments.

Menu Development (BUSM-242)

1.5 credits

An analysis of menu development for foodservice establishments. Topics to be covered include menu development, descriptions, layout, design, and pricing; sales mix; and station balance. Students will critique and create menus from the perspective of concept, clarity, cost, price, and efficiency.

Controlling Costs and Purchasing Food (BUSM-245)

1.5 credits

Examine the information and skills necessary to analyze and improve the profitability of a foodservice establishment. Topics include the flow of goods, income statements, forecasting sales, and controlling labor and food costs. Students will also analyze the complete purchasing cycle of a restaurant, beginning with product and vendor selection and ending with actual orders.

Elementary Chinese I (CHIN-310)

3 credits

For students with no previous knowledge of Chinese. The course introduces students to the official Chinese language called Mandarin by English speakers, Putonghua in the People's Republic of China, and Guo-yu in Taiwan. It aims to help students obtain an adequate grasp of basic language skills in both spoken and written Chinese and to lay a good foundation for further study. At such a proficiency level, students will be able to talk with native Chinese speakers in daily-life settings and write on simple topics. In addition, this course will help students achieve a better awareness of Chinese culture and society, which will form an important aspect of a truly global perspective expected of today's college graduates.

Elementary Chinese II (CHIN-320)

3 credits

Designed for students with previous knowledge of Mandarin or who have successfully completed Elementary Chinese I. This course will further develop students' proficiency in Chinese by raising their reading and writing ability to a higher level by continuing to develop Chinese vocabulary, expanding reading comprehension, and encouraging

extensive Chinese conversation. Emphasis will be placed on everyday topics and common patterns so that students maintain a comfortable grasp of communicating in Chinese. As an inseparable element of learning the language, Chinese culture will be introduced along with associated topics in each lesson. Students will use information learned in the course to present speeches based on assigned topics. (Prerequisite: Elementary Chinese I (CHIN-310))

Modern Banquet Cookery (CULA-110)

3 credits

This course examines the varied ways in which banquets and catering events may be executed. Terms relating to equipment, food preparation, service, and presentation will be discussed. Students will prepare a menu each day, following the principles and techniques associated with preparing and serving food to large groups, as well as concentrating on principles of modern batch cookery. An emphasis will be placed on maintaining quality and foundational cooking methodology. Students will also learn how to organize, plan, and operate a banquet kitchen. Cooking applications are at a beginning level in preparation for increased understanding of food production. (Prerequisite: Culinary Fundamentals (CULS-100))

Cuisines and Cultures of the Mediterranean (CULA-242)

3 credits

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe and the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Spain, France, Italy, Morocco, Tunisia, Greece, and Egypt. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Contemporary Restaurant Cooking (CULA-252)

3 credits

This restaurant experience concentrates on previously learned cooking fundamentals and techniques and applies them to the cuisine of a terroir, utilizing à la carte menu preparation in a contemporary restaurant setting. Students will further develop their ability to organize an assigned station based on preparation methods while focusing on the production of menu items, plate presentations, and cooking techniques as applied to specific cuisines. Emphasis will be placed on sourcing, storage, uses, and nutritional aspects of key ingredients.

Formal Restaurant Cooking (CULA-255)

3 credits

Learn to prepare modern and seasonal dishes in a restaurant setting and put previously learned skills into practice. This course will emphasize cooking techniques and ingredients used in contemporary and classical cuisines and cover planning and ordering, station organization, preparation and plating, timing, palate development, and other production realities of a restaurant.

Cuisines of the Mediterranean (CULA-262)

2 credits

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe and the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Spain, France, Italy, Morocco, Tunisia, Greece, and Egypt.

Introduction to à la Carte Cooking (CULP-115)

3 credits

The foundation of cooking techniques and theories from Culinary Fundamentals will be applied in a production setting. Emphasis is placed on individual as well as team production. The focus is on cooking fundamentals, ratios, and formulas in a professional kitchen. Multi-course menus will be prepared, with a focus on batch cooking as executed in an à la carte-style service. (Prerequisite: Culinary Fundamentals (CULS-100))

High-Volume Production Cookery (CULP-130)

3 credits

An overview of the food preparation and serving techniques used by the casual dining, on-site catering, non-commercial, and retail segments. This course emphasizes high-volume food production, station setup, timing, service, and menu concept development and execution. Basic cooking and serving competencies are reinforced and new skills specific to high-production preparation and serving are taught. Menu items consistent with the retail and non-commercial segments and also common to the casual dining segment of foodservice are covered. Cooking competencies include egg cookery, grain cookery, sandwich preparation, pasta cookery, and preparation of simple and composed salads, moderate-cost entrées, and cooking with consideration for dietary needs and restrictions.

Cuisines and Cultures of the Americas (CULP-221)

3 credits

Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Cuisines and Cultures of Asia (CULP-222)

3 credits

Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

Garde Manger (CULP-225)

3 credits

An introduction to three main areas of the cold kitchen: reception foods, plated appetizers, and buffet arrangements. Students learn to prepare canapés, hot and cold hors d'oeuvre, appetizers, forcemeats, pâtés, galantines, terrines, salads, and sausages. Curing and smoking techniques for meat, seafood, and poultry items will be practiced, along with contemporary styles of presenting food and preparing buffets.

Cuisines of the Americas (CULP-231)

2 credits

Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean.

Cuisines of Asia (CULP-232)

2 credits

Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India.

Culinary Fundamentals (CULS-100)

6 credits

An introduction to the application and development of fundamental cooking theories and techniques. Topics of study include tasting, kitchen equipment, knife skills, classical vegetable cuts, stock production, thickening agents, soup preparation, grand sauces, timing and multi-tasking, station organization, palate development, culinary French terms, and food costing. The course also introduces the student to fundamental concepts and techniques of basic protein, starch, and vegetable cookery. Emphasis is placed upon the study of ingredients and an introduction to small sauces will be given.

Ingredients and Techniques of Fabrication (CULS-105)

3 credits

An introduction to the identification, use, and storage of animal proteins, vegetables, fruits, herbs, dairy, and other foundation ingredients of the professional kitchen. Additional topics include receiving, identifying, fabricating, and storing beef, pork, poultry, flat and round fish, and shellfish. Hands-on exercises emphasize techniques specific to each variety.

Product Knowledge (CULS-114)

1.5 credits

An introduction to the identification and use of vegetables, fruits, herbs, nuts, grains, dry goods, prepared goods, dairy products, and spices in various forms. Explore both fresh and prepared foods and learn to identify, receive, store, and hold products. Students will also learn to evaluate products for taste, texture, smell, appearance, and other quality attributes.

Meat Identification, Fabrication, and Utilization (CULS-115)

1.5 credits

This course will introduce the student to the subject of meats and their application in foodservice operations, building a strong foundation that supports the principles to be learned in the cooking courses to follow. Through lectures, demonstrations, hands-on activities, and reviews, students will learn about the muscle and bone structure of beef, veal, pork, lamb, game, and poultry; fabrication methods for sub-primal and foodservice cuts; and proper tying and trussing methods. Lectures will introduce meat inspection, quality and yield grading, costing and yield testing, purchasing specifications, and basic information concerning the farm-to-table trail. Discussions will include preferred cooking methods for all meats, proper knife selection, and butchery equipment. Sanitation and safety standards will be stressed throughout. (Prerequisite: Culinary Fundamentals (CULS-100))

Seafood Identification and Fabrication (CULS-116)

1.5 credits

An overview of the principles of receiving, identifying, fabricating, and storing seafood. Identification will involve round fish, flat fish, crustaceans, and shellfish. Topics include knife skills, yield results, quality checks, product tasting, storage of various types of fish, techniques for fabricating cuts for professional kitchens, special storage equipment, commonly used and underutilized species of fish, fishing and aquaculture techniques, and how to choose sustainable species.

Contemporary Topics in Culinary Arts (CULS-125)

3 credits

An exploration of contemporary issues to complement a professional chef's skill set. Students will complete hands-on cooking exercises to better understand the dynamics of seasoning, flavor balance, salts and sugars, fats and oils, and umami. Special emphasis is placed on building flavor in a healthy kitchen through appropriate cooking techniques and ingredients such as grains and legumes. Northern California gastronomy is discovered through field trips and a select research topic.

Culinary Practical Examination I (Cooking Practical) (CULS-151)

non-credit

This culinary examination tests knowledge and proficiency in the principles of cooking and certain fundamental cooking methods—roasting, sautéing, frying, stewing, poaching, and braising. Students will be given an assignment (which includes a soup, protein, vegetable, and starch) to prepare, present, taste, and explain. (High Pass/Pass/Fail grading)

Culinary Practical Examination I (Written Exam) (CULS-152)

non-credit

This culinary examination tests knowledge and proficiency in the principles of cooking and certain fundamental cooking methods—roasting, sautéing, frying, stewing, poaching, and braising. Students will be given an assignment (which includes a soup, protein, vegetable, and starch) to prepare, present, taste, and explain. (High Pass/Pass/Fail grading)

Costing Examination (Culinary Arts) (CULS-250)

non-credit

This written examination tests knowledge of controlling costs in foodservice organizations and solving problems using quantitative reasoning. (Pass/Fail grading)

Culinary Practical Examination II (CULS-251)

non-credit

This culinary examination tests students' understanding of fundamental and more advanced proficiency in the principles of cooking. Students will prepare a menu for two that will include a fish starter and a main course. They are also tested on station setup, preparation skills, product presentation and flavor, and ability to answer a range of questions posed by the faculty member. (High Pass/Pass/Fail grading)

Culinary Science: Principles and Applications (CUSC-300)

3 credits

This course will introduce students to the principles of culinary science and applications in a career in the food industry. The contributing subfields and the cross-disciplinary nature of culinary science will be a major focus. Parallels and distinctions between chef and scientist and their methods and perspectives will be discussed. Protocols followed in the culinary science lab will be introduced, and critical thinking skills will be exercised through case studies and demonstrations. Topics covered in this course will include the culinary arts and sciences, and involve ethnography, history, anthropology, chemistry, engineering, biology, psychology, and business. (Corequisites: Science Fundamentals (MTSC-307) and College Algebra (MTSC-301))

Culinary Chemistry (CUSC-310)

3 credits

This course will provide students with a working understanding of the basic chemical properties of the macro and micronutrients that make up ingredients. Emphasis will be on the functional properties of ingredients in the kitchen and reactions occurring during meal preparation. Lab sections will provide hands-on learning opportunities that illustrate how the underlying chemistry of cooking can be used to hone traditional techniques and expand the creative palette of the chef. Topics include flavor reactions, solution chemistry, chemistry of volatile compounds, and enzymatic activity in foods. (Prerequisite: Culinary Science: Principles and Applications (CUSC-300). Corequisite: Introduction to Statistics (MTSC-302))

Dynamics of Heat Transfer and Physical Properties of Food (CUSC-315)

3 credits

Exploring the two fundamental aspects of cooking—heat and water—this course will delve into details of the physics underlying the culinary techniques and their effects on safety and quality of food. The course will cover effects of energy transfer into foods on their nutritional, sensory, and microbial quality; the definition and measure of the physical properties of food; the solid, liquid, and gas phases in foods; and the laws of thermodynamics as they apply in the kitchen. The effects of convection conduction and radiant energy on the structural changes in plant- and animal-based ingredients will be discussed and explored in the kitchen-based labs. Labs will provide students with an opportunity to better understand how culinary techniques and industrial analogs alter the physical state of food. (Prerequisite: Culinary Science: Principles and Applications (CUSC-300). Corequisite: Culinary Chemistry (CUSC-310))

Flavor Science and Perception (CUSC-320)

3 credits

The physiology and function of the five senses, flavor chemistry, and flavor perception will be studied in this course. Students will be introduced to the field of sensory evaluation, and explore the fundamentals of objective sensory testing. Lab sections emphasize the multi-modality of flavor, the individuality of flavor perception, the effects of context on consumer behavior, and methods for designing sensory tests. The role of sensory evaluation and consumer behavior techniques to help guide the product development process will also be emphasized. (Prerequisites: Culinary Science: Principles and Applications (CUSC-300) and Dynamics of Heat Transfer and Physical Properties of Food (CUSC-315). Corequisite: Introduction to Statistics (MTSC-302))

Research Methods: Scientific Evaluation of Traditional Cooking Techniques (CUSC-325)

3 credits

This course will present students with a foundation in research methods that they can use to solve problems and advance innovative thought in the food industry. Classical culinary techniques will be explored through the lens of the scientific method. The physical and chemical changes that occur in food during preparation will provide the point of inquiry for research questions. Through hands-on experimentation, students will develop their research skills and practice objective evaluation of the physical and chemical properties of food and flavor. Basic experimental design and fundamental statistical methods will be introduced. Research reports will be produced each week, and students will maintain a lab notebook. (Prerequisites: Culinary Science: Principles and Applications (CUSC-300), Dynamics of Heat Transfer and Physical Properties of Food (CUSC-315), and Flavor Science and Perception (CUSC-320))

Microbial Ecology of Food Systems (CUSC-350)

3 credits

The physiology, metabolism, and ecology of the unicellular organisms that impact the safety and quality of food will be examined in this course. Focus will be on the application of culinary practices to control the growth of microorganisms

in the kitchen. Food fermentations will be explored in detail and will provide ecological perspective on microorganisms. Additional topics include traditional and novel preservation techniques, cleaning and sanitation technology, and flavor transformation through fermentation. Through lab sections, students will become familiar with aseptic technique, traditional and molecular isolation and culturing methods, and the role of microbiology in shelf life testing and process validation. Dairy-, vegetable-, and meat-based fermentations will be prepared and evaluated. (Prerequisite: Research Methods: Scientific Evaluation of Traditional Cooking Techniques (CUSC-325))

Culinary Research and Development (CUSC-410)

3 credits

In this course, students will learn about the collaborative culinary research and development (R&D) process, the stakeholders involved in product development, and application of culinary science in R&D. A series of case studies will be used to emphasize the importance of working across disciplines to facilitate problem solving in R&D and help ensure successful product launches. Students will work in teams and use the culinary R&D process to create and develop a product to present to the faculty as a senior project. This class will integrate the major principles covered in the curriculum and apply them to current and emerging R&D challenges, including safety regulations, salt reduction, portion reduction, gluten-free products, and more. (Corequisite: Microbial Ecology of Food Systems (CUSC-350))

Ingredient Functionality: Texture Development, Stability, and Flavor Release (CUSC-415)

3 credits

This course examines how modern cooks and food technologists use ingredients in ways that earlier generations would never have imagined, increasingly relying on novel ingredients such as thickening and gelling agents. Thickening and gelling are fundamental techniques in cooking, and many modern functional ingredients extend the possibilities for creativity and innovation. Students will discover how ingredients can be used to thicken or gel under conditions that traditional thickeners and gelling compounds can't, and be introduced to the remarkable variety of thickening and gelling agents now available to the modern chef. The science of emulsions, foams, and colloidal suspensions will also be covered. (Prerequisite: Research Methods: Scientific Evaluation of Traditional Cooking Techniques (CUSC-325))

Advanced Concepts in Precision Temperature Cooking (CUSC-420)

3 credits

This course explores the techniques and applications of precision temperature cooking methods used for a variety of products and outcomes. The microbiology and sanitation practices for precision and low temperature cooking will be covered, as well as the techniques, equipment, and processes used in the restaurant kitchen and in the modern food production center. Focusing primarily on sous-vide cooking, students will explore other equipment and techniques used to give precise and replicable results, such as combi and water vapor ovens. They'll also create process flow systems for precision temperature cooking facilities and study topics such as pasteurization, heat treatment, modified atmosphere, re-tort, shelf life, and re-thermalization. Additionally, the course will delve into creating and maintaining an effective HACCP plan. (Prerequisite: Ingredient Functionality: Texture Development, Stability, and Flavor Release (CUSC-415))

Modern and Industrial Cooking Tools, Techniques, and Ingredients (CUSC-425)

3 credits

In this course, students will study the use of industrial-scale cooking equipment and its applications in product development and food processing. Through the use of bench-top equipment, they'll conceptualize and model the steps from product ideation, development, and launch. Field trips to large-scale facilities and commissaries will help illustrate the application of equipment and the logistics of their use. Centrifuges, homogenizers, vacuum filters, freeze dryers, rotary evaporators, pasteurizers, and other specialized equipment that have moved from scientific laboratories to professional kitchens will be covered. (Prerequisite: Advanced Concepts in Precision Temperature Cooking (CUSC-420))

Senior Thesis: Culinary Science Research Projects (CUSC-450)

3 credits

This course will give students the opportunity to work independently with a faculty member and develop projects exploring a topic in culinary science that involves library research and applied kitchen experiments. Final results will be presented to the faculty in a thesis. (Prerequisites: Culinary Research and Development (CUSC-410), Modern and Industrial Cooking Tools, Techniques, and Ingredients (CUSC-425), and Advanced Concepts in Precision Temperature Cooking (CUSC-420))

College Writing (ENGL-120)

3 credits

Students will write and revise essays that demonstrate their ability to read and think critically, to incorporate evidence into the development of their ideas, and to articulate their responses persuasively. Readings may include essays, articles, literature, or literary criticism. Basic concepts of information literacy will be introduced. Grammar, usage, and mechanics will be reviewed as necessary.

College Writing for ELLs (English Language Learners) (ENGL-122)

3 credits

This course is designed to help students whose first language is not English to develop proficiency in writing. Students will apply the steps of the writing process to write clear, coherent paragraphs and essays; they will also expand their vocabulary and improve their grammar skills. In addition, students will gain confidence and fluency in their listening and speaking skills through participation in presentations, group activities, and discussions. (This course meets the writing requirement for the AOS degree.)

Externship Prep Seminar I (EXTN-097)

non-credit

An introduction to the requirements of the Externship course. Students will explore the steps for planning and conducting a full-time job search. Topics include the course requirements, policies and procedures, the process to secure the position, résumé and cover letter writing, interviewing skills, and career planning. Researching approved externship locations as well as travel and housing accommodations are all discussed. (Pass/No Show grading)

Externship Prep Seminar II (EXTN-098)

non-credit

Continued instruction in the process of securing one's externship position, including review and critique of a strong résumé and cover letter. Interviewing techniques are discussed. Securing the position is reviewed, along with the training agreement, the follow-up process, and continued discussion of career networking and career planning. (Pass/No Show grading)

Externship Prep Seminar III (EXTN-099)

non-credit

The seminar includes a discussion of the college's expectations and a full overview of the externship manual assignment. In addition, the CIA's values and the importance of maintaining professionalism are reviewed. A completed training agreement is required. (Pass/No Show grading)

Externship (Culinary Arts) (EXTN-100)

3 credits

A supervised work experience designed to expand career knowledge while increasing speed, timing, organization, and ability to handle cooking or baking and pastry creation in an approved commercial foodservice and hospitality establishment. Students on externship will receive feedback from their supervisor and keep an externship manual to record and reflect on their work experience. (Prerequisites: See Prerequisites for Externship)

Externship (Baking & Pastry Arts) (EXTN-101)

3 credits

A supervised work experience designed to expand career knowledge while increasing speed, timing, organization, and ability to handle cooking or baking and pastry creation in an approved commercial foodservice and hospitality establishment. Students on externship will receive feedback from their supervisor and keep an externship manual to record and reflect on their work experience. (Prerequisites: See Prerequisites for Externship)

Elementary French I (FREN-310)

3 credits

For students who have had little or no previous exposure to the language. This course is a foundation in spoken and written French, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in French and students will spend weekly sessions in a language laboratory.

Elementary French II (FREN-320)

3 credits

A continuation of Elementary French I. This course is a foundation in spoken and written French, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in French and students will spend weekly sessions in a language laboratory. (Prerequisite: Elementary French I (FREN-310))

Intermediate French (FREN-350)

3 credits

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments, and selected readings on a variety of topics. Students also gain knowledge of French vocabulary, grammar, and culture. Class will be conducted in French and students will spend weekly sessions in a language laboratory. (Prerequisite: Elementary French II (FREN-320))

Professionalism and Life Skills (FRSH-100)

1.5 credits

The focus of this course is to promote student success as learners and citizens of the world. Throughout this course, students will recognize the qualities of, and develop as, informed, responsible, and empowered learners. Course objectives will cover topics related to personal, intellectual, and social development. The academic and life skill sets emphasized throughout this course are transferable to the workplace.

History and Cultures of Asia (HIST-300)

3 credits

An examination of the major historical and geographical developments in Asia and ways in which these developments have affected the creation of various cultural patterns. Topics include the plurality of cultures of Asia, and global interdependency and reactions to it.

History and Cultures of Europe (HIST-301)

3 credits

An exploration of the major historical and philosophical developments that have shaped the European and western experience. Topics include the European Union, Christianity, systems of government, Enlightenment, Revolution, and Nationalism.

History and Cultures of the Americas (HIST-302)

3 credits

An examination of the major historical and cultural underpinnings of the societies that constitute the Americas. Inherent in this endeavor is an effort to understand not only the culture of the United States but also those of Latin America. As we proceed through the twenty-first century, the global community takes on increased significance; therefore, it is imperative that we understand the historical and cultural developments of other nations.

Restaurant Operations: Baking and Pastry (HOSP-201)

3 credits

This course is an examination of restaurant plated desserts, mignardises, and petits fours that are assembled with a modern approach using the latest technology and equipment. Classroom production will include items appropriate for a variety of uses, such as an à la carte menu, a banquet operation, and coffee service. Topics will include flavor pairing, menu planning, matching items to style of operation, and an introduction to à la carte and banquet production. Students will perform moderate quantity production, be exposed to several styles of service, and be guided through the cross-utilization of products, cost, and labor efficiency. They will also practice new presentation methods, focusing on fresh ingredients, simplicity of style with elegance, and efficiency of production.

Introduction to Catering: Hospitality and Service Management (HOSP-210)

1.5 credits

An overview of traditional and contemporary banquet menus with an emphasis on quality, quantity, setup, timing, service, event planning, and execution of large-volume cooking and catering. Basic cooking and serving competencies will be reinforced and new skills specific to banquet preparation and serving will be taught. Topics to be covered include contemporary American banquets, classical cuisine banquets, hot and cold buffet stations, special events, various styles of service, psychology of service, guest relations, the sequence of service, and professional standards for dining room personnel.

Introduction to Wine Studies (HOSP-220)

1.5 credits

An exploration of the roles that wines play as quality beverages in professional foodservice operations. The course will review styles of wine from around the world, the theory and practice of matching wine with food, tasting wines, and organizing wine service. Subjects to be explored include wines of the New World (Northern and Southern Hemispheres) and the Old World (Europe) as well as purchasing, storing, marketing, and serving wines in a restaurant environment.

Wine Studies (HOSP-240)

3 credits

An examination of the roles that wines play as quality beverages in professional foodservice operations. The course will emphasize styles of wine from around the world, the theory and practice of matching wine with food, tasting wines, and organizing wine service. Subjects to be explored include wines of the New World (Northern and Southern

Hemispheres) and the Old World (Europe) as well as purchasing, storing, marketing, and serving wines in a restaurant environment. Students will also participate in a restaurant-based wine and food tasting, which will be used as the basis for a wine and food pairing essay.

Contemporary Hospitality and Service Management (HOSP-250)

3 credits

An exploration of table service principles and skills with an emphasis on customer service in a public restaurant. The focus will be placed on wine, beer, coffee, tea, and non-alcoholic beverage service. Topics include guest relations, professional communications, order taking in an à la carte environment, service sequence, point-of-sale systems, cash handling, beginning merchandising, table skills, and dining room preparation. (Prerequisites: Externship (Culinary Arts) (EXTN-100), Wine Studies (HOSP-240), and Introduction to Catering: Hospitality and Service Management (HOSP-210))

Formal Hospitality and Service Management (HOSP-255)

3 credits

This associate degree capstone course will expand upon information that students have learned in previous hospitality and service management classes. Concentrating on the application of service principles of fine dining and hospitality in an à la carte restaurant open to the public, the course will emphasize customer service, restaurant operations, sales, and beer, wine, and spirits. Students will study and engage in critical-thinking topics that are relevant to providing high-quality formal table service and customer service. (Prerequisite: Contemporary Hospitality and Service Management (HOSP-250))

Spirits and Principles of Mixology (HSBV-300)

3 credits

This course incorporates theoretical and practical information about how to tend bar. Topics to be covered include the tasting of different spirits, cocktail-making theory, bartending equipment, and drink making. Students will also discuss how to create classic and modern cocktails, as well as distillation, beverage trends, and beverage history. (Prerequisite: Beverage Operations Management (HSBV-305))

Beverage Operations Management (HSBV-305)

3 credits

This upper-level course incorporates theoretical and practical information on the organization and creation of a beverage program within the overall operation of a hospitality business. Planning topics will include concept, identification of target market, and creation of a beverage inventory. Management topics will include bar layout and operations, trend identification and product selection, costing and pricing, purchasing and inventory methods, and human resources management. Emphasis will be placed on cost-control measures for beverages, inventory, and sanitation laws and practices. In addition, responsible beverage service will be stressed in the form of a required TIPS certification.

Brewed: History, Culture, and Production (HSBV-340)

3 credits

Through readings, tastings, and lectures, students will further advance their knowledge of brewed beverages, including beer, sake, hard cider, and malt alternatives. The course will cover the chronological history of beverages; investigate the production, technology, and science behind beverages; and examine consumer behavior, cultural impact, and the role of brewed beverages in society.

Advanced Wine Studies (HSBV-404)

3 credits

Students will build upon the knowledge and competencies gained in Wine Studies. This elective course allows students to obtain more detailed information about grape varieties, grape-growing regions, and wine-producing nations of the world. Students will also enhance their base of knowledge about opportunities and challenges in the wine industry to prepare them to become more accomplished managers and leaders. Students will have opportunities to learn—and be tested on—"blind tasting" of several wines. The course may include a restaurant visit as the basis for a wine and food pairing essay, a case study analysis of a restaurant wine list chosen by each student, and written critiques of assigned readings addressing issues in the wine industry and wine culture. (Prerequisite: Wine Studies (HOSP-240))

La Sommelierie: Developing and Delivering a Professional Beverage Program (HSBV-409)

3 credits

This course is a study of the role and responsibilities of professional sommeliers and beverage directors in the United States and around the world. Students learn about the history, evolution, and modern-day positions that define contemporary sommeliers. They also engage in service role play and practice, participate in service labs, and conduct case studies of real restaurants. Operations and management techniques are discussed, problem solving is emphasized, and beverage budgets are considered. Review of wine and beverage POS systems, inventory management, and the tools and equipment of the sommelier are all covered. This class also includes an exploration of classic and discovery wines, advanced-level tasting techniques, and exercises in food and wine pairing.

Advanced Principles of Service Management in Hospitality (HSBV-410)

3 credits

This advanced-level hospitality and service management course incorporates philosophical and practical models of hospitality and service delivery systems in operations management. In order to prepare future managers and chefs on how to create a profitable "point of differentiation," the class will analyze the service delivery system from the conceptual development stages to the final measurement of guest satisfaction. The concepts of planned service-oriented organizational culture, practical and managerial frameworks, and performance measurement tools will be analyzed through the examination of case studies, literature review, and academic journal articles.

Elementary Italian I (ITAL-310)

3 credits

For students who have had little or no previous exposure to the language. This course is a foundation in spoken and written Italian, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Italian and students will spend weekly sessions in a language laboratory.

Elementary Italian II (ITAL-320)

3 credits

A continuation of Elementary Italian I. This course is a foundation in spoken and written Italian, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Italian and students will spend weekly sessions in a language laboratory. (Prerequisite: Elementary Italian I (ITAL-310))

Intermediate Italian (ITAL-350)

3 credits

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments, and selected readings on a variety of topics. Students also gain knowledge of Italian vocabulary, grammar,

and culture. Class will be conducted in Italian and students will spend weekly sessions in a language laboratory.
(Prerequisite: Elementary Italian II (ITAL-320))

Italian Renaissance and Baroque Art (LART-304)

3 credits

Students will explore the historical context and major themes of the visual culture produced in Italy in the sixteenth, seventeenth, and eighteenth centuries. They will also develop their critical, analytical, and writing skills by studying works of art via slides and museum visits. Emphasis will be placed on representative artists of the Renaissance and Baroque periods, with special attention given to Brunelleschi, Michelangelo, Leonardo, Raffaello, Caravaggio, Carracci, A. Gentileschi, Bernini, Borromini, and Canova.

Equality, the "American Dream," and the Struggle for Wealth (LART-305)

3 credits

The purpose of this course is to explore the idea of equality in the American historical experience by analyzing class conflict and the competition for economic resources. The focal point of the course is working people and their efforts to achieve the "American Dream." The tension between labor and capital will provide the framework for the course. Ideas about equality from the American Revolution through the Civil War will be examined, and then tested by uncovering how the idea of equality translates into the industrial age and beyond. Specific attention is devoted to the Gilded Age and the Progressive Era, as well as the New Deal, and the current debate over income equality.

Food and Cultures (China) (LART-310)

3 credits

In this class, you will study the regional foods, drinks, and foodways of a selected country to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Food and Cultures (France) (LART-311)

3 credits

In this class, you will study the regional foods, drinks, and foodways of a selected country to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Food and Cultures (Italy) (LART-312)

3 credits

In this class, you will study the regional foods, drinks, and foodways of a selected country to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

Food and Cultures (Spain) (LART-313)

3 credits

In this class, you will study the regional foods, drinks, and foodways of a selected country to better understand evolving global food culture and food systems. Through focused readings and experiential activities, we will look at food

traditions and heritage, etiquette and manners, the technologies of food and drink production, the social impacts of food habits, regionality and terroir, and the challenges of the global landscape.

American Freedom: A People's History of the Constitution (LART-325)

3 credits

This course examines the evolution of constitutionally protected rights in the history of the United States, as well as the social, political, and economic forces that have helped shape the creation and dissemination of those rights, and the extent to which those rights have advanced the cause of freedom in America. The course materials focus on the creation of the Constitution, the Bill of Rights, and constitutional amendments. Attention is paid to the historical periods in which these amendments came to fruition and how the amendments and the Supreme Court decisions that followed have helped shape American freedom. The course concludes with an assessment of the relevance of the Constitution in the 21st century.

Feasting and Fasting in Latin America (LART-330)

3 credits

This liberal arts elective explores the role of feasting and fasting in Latin American culture and literary traditions from pre-Colonial times to the twentieth century. This includes an examination of the relationship between food consumption, religious practices, rituals of passage, gender roles, and culinary traditions in Latin America.

Ancient Foods in a Modern World: Latin American Crops in the Global Arena (LART-335)

3 credits

Around the world, attention is being paid to unfamiliar ingredients emerging from Pre-Columbian Latin American foodways. Often these ancient foods are marketed for their nutritional value, exoticism, and "authenticity." Global interest in crops such as quinoa and amaranth has created an economic boom for producers, but often with the effect of driving the rural villagers who traditionally consumed these crops out of the marketplace in favor of first-world gourmets. While a great deal of traditional farming knowledge was lost during the Columbian Exchange, most of the ingredients being "discovered" today have enjoyed a long history of uninterrupted cultivation and consumption in their lands of origin. This class seeks to address the culture of colonialism and globalization that allows such ingredients to be simultaneously "discovered" and exploited, and the various issues of agency, ownership, and social justice that underlie the adoption of new foods from Latin America.

Food History (LART-350)

Please see the Education Department for more information.

Food Policy (LART-351)

Please see the Education Department for more information.

Shakespeare: Play and Performance (LART-360)

3 credits

This elective is an exploration of Shakespeare's plays as cultural phenomena, focusing on critical reading of the texts and the relationship between text and performance in popular film adaptations. It will accommodate both students new to Shakespeare and those with prior interest and background. Weekly seminar meetings will involve close reading of plays from all four Shakespearean genres (comedies, tragedies, histories, and romances), as well as viewing and

discussion of film versions by directors such as Orson Welles, Kenneth Branagh, Peter Greenaway, and Akira Kurosawa. (Prerequisite: Literature and Composition (LITC-300))

A Sense of Place: Critical Perspectives on the California Wine Industry (LART-400)

3 credits

This interdisciplinary course seeks to provide a cultural, historical, and socioeconomic context for the modern California wine industry. Students in this course will not only read about the history and culture of California wine, but also will, by meeting and engaging with visiting speakers, be able to take part in academic and practical conversations that will expand the discourse. Students will be introduced to the social and historical chronology, major events, salient issues, and controversies of the California wine industry through assigned readings, films, and interaction and discourse with experts in order to place California wine in both the professional and larger culture.

Introduction to Creative Writing (LART-407)

3 credits

This course will introduce students to the basic facets of creative writing—principally, poetry and short fiction. Students will read work by classic and contemporary authors, discuss how to recognize and implement pertinent aspects of form and style, produce their own creative writing in multiple styles and genres, and learn how to more effectively discuss and critique peer writing. The energy in the classroom will be focused on creativity, and students will be encouraged to push the limits of their imaginations. (Prerequisite: Literature and Composition (LITC-300))

Reading Film (LART-424)

3 credits

Students will examine film as a unique story-telling medium, and jump into the academic conversation of film analysis through in-class discussions, projects, and a final paper. The course's arc follows one of many possible paths through a group of films and examines the relationship each film has with those that precede and follow, including how particular directors are influenced by earlier works (both their own and that of others), and how, because of the intertextuality of the medium, film transcends barriers created by genre, geography, and time. For each film, students will examine directorial intent and study the effects of and motivations for directorial choices and how the synthesis of elements that come together in a film (adaptation, costuming, lighting, script, acting, cinematography, etc.) combine to create meaning. When applicable, students will read and discuss the novels from which a particular film is adapted and/or view corresponding or otherwise related films. In addition to the in-class project and final paper, students will be responsible for quizzes, exercises, and weekly writing assignments. (Prerequisite: Literature and Composition (LITC-300))

Ecology of Food (LART-444)

3 credits

The purpose of this interdisciplinary elective course is to teach culinarians how to think critically about the food they serve and consume by understanding food as a product of a dynamic relationship between humans and nature. It explores questions related to our food supply such as where the food was grown, how it was grown, and what was involved in the processing and transporting of that food. The implications for nutrition and sustainability are also considered in this exploration. (Prerequisite: Science Fundamentals (MTSC-307))

Literature and Composition (LITC-300)

3 credits

This course advances critical reading, thinking, and writing abilities through the study of literature. While acquiring requisite vocabulary, skills, and background knowledge, students will learn how to read literary texts more perceptively

and how texts generate meaning. Students will communicate this learning through critical essays exploring specific literary texts. Readings may include novels, essays, short fiction, poetry, and drama. Class sessions will introduce and enforce key elements of information literacy.

Culinary Math (MATH-110)

1.5 credits

An exploration of standard units of measure and unit conversion, estimation, percents, ratios, yield tests, recipe scaling, and recipe costing as they relate to the food industry. Students will develop projections and analyze costs in yield tests and recipe pre-costing.

Mathematics (MATH-111)

1.5 credits

Students will learn basic mathematical concepts and methods that will assist them in using mathematics in their personal and professional lives. Topics include problem solving, consumer mathematics, and college algebra

Marketing and Promoting Food (MGMT-302)

3 credits

An examination of the principles of pricing, placing, product development and enhancement, market planning, target marketing, and purchasing. Topics will include forecasting, market research, competitive analysis, market segmentation, and promotional mix as they affect marketing food, restaurants, and services. The challenges and opportunities of advertising, public relations, sales promotion, and personal selling will also be covered. Students will develop a specific marketing plan as well as analyze the current merchandising plans for food products and services used in the United States.

Human Resource Management (MGMT-307)

3 credits

An analysis of the legal, operational, and psychological considerations in recruiting, selecting, hiring, training, compensating, developing, disciplining, evaluating, and terminating employees. Other topics will include workforce demographics, employee illiteracy, substance abuse in the workplace, affirmative action, workers with disabling conditions, workforce stress, human resource planning, collective bargaining, and safety and equity considerations. Students will also analyze cases, solve actual or simulated personnel problems, and investigate successful practices in these areas.

Financial Accounting (MGMT-310)

3 credits

This course provides an introduction to accounting theory and concepts that will lay the foundation for the preparation of financial statements. Students will learn how to record, process, and summarize financial transactions. Emphasis is placed on the preparation of the income statement, balance sheet, statement of owner's equity, and statement of cash flows for a sole proprietorship, partnership, and corporation. This course includes an interactive component using accounting software to reinforce the concepts discussed.

Foodservice Technology (MGMT-325)

3 credits

An overview of the information needs of foodservice establishments, with a focus on software applications for

restaurant operations, including point of sale (POS) systems. In addition, students will review the selection and implementation of systems and examine effective use of technology in the foodservice industry.

Consumer Behavior (MGMT-350)

3 credits

This course will focus on the study of consumer behavior using social science concepts. In addition, emphasis will be placed on buyer decision-making; motivation and attitudes of consumers; brand, product, and service attributes; perception; and purchasing behavior. (Prerequisite: Marketing and Promoting Food (MGMT-302))

Current Issues in Hospitality Technology (MGMT-351)

3 credits

This course explores trends and emerging technologies within the hospitality industry, with a focus on those that impact the food and beverage industry. Students will explore and evaluate a variety of technologies from a management perspective.

Finance (MGMT-361)

3 credits

This course is designed to provide students with an understanding of basic finance as it applies to the small business owner. As an overview of various finance issues faced in the hospitality industry, the course covers topics such as the time value of money, capital budgeting, business valuation, the cost of capital, capital structure, and risk analysis. In addition, the course will cover the legal and tax issues related to the various forms of business organizations. Emphasis will be placed on developing analytical skills necessary for making effective business decisions relevant to the hospitality industry small business owner. (Prerequisite: Financial Accounting (MGMT-310))

Corporate Finance (MGMT-362)

3 credits

This course is designed to provide students with an understanding of basic finance. It covers various topics such as time value of money, capital budgeting, business evaluation, the cost of capital, capital structure, and risk analysis. Emphasis will be placed on developing analytical skills necessary for making decisions relevant to the hospitality industry (Prerequisite: Financial Accounting (MGMT-310))

Managerial Accounting (MGMT-365)

3 credits

This course involves the interpretation and analysis of financial reports used in business organizations. It covers various topics such as implementing internal controls, budgeting, conducting break-even analysis, and performing financial statement analysis. Emphasis is placed on how management uses financial data to support business decisions related to the hospitality industry. (Prerequisite: Financial Accounting (MGMT-310))

Personal Finance (MGMT-375)

3 credits

This introductory elective course will focus on personal financial management concepts including banking, budgeting, consumer credit, consumer purchasing, investments, housing, retirement planning, insurance, and basic tax planning. Emphasis will be placed on the development of short-term, midrange, and long-term financial plans and the creation of a personal financial portfolio. (Prerequisite: Finance/MGMT-360 or Managerial Accounting (MGMT-365))

Business Planning (MGMT-407)

3 credits

This course is designed for students who are interested in developing a realistic business plan. The business plan is the "who, what, where, when, how, and why" of a business; it is the road map to follow on the journey to success. These plans are structured documents that include all the details and particulars about a business concept. In this course, students will develop a business plan along standard lines, including information about products or services, staff, marketing, financing, operating budgets, location, and facilities. This is an independent project in which students work closely with the guidance of the instructor. (Prerequisites: Financial Accounting (MGMT-310) and Marketing and Promoting Food (MGMT-302))

Introduction to Entrepreneurship (MGMT-408)

3 credits

A basic introductory course that ties together material covered in core management classes and applies the information to the design and evaluation of new ventures. The course will focus on the entrepreneur and the decisions that need to be made in planning, financing, developing, managing, and operating a business. Concept development and idea creation are essential elements in the discussion of entrepreneurship, as are the requirements necessary to start an operation, including site selection, choosing a legal form of organization, and government regulations. The course will use a variety of media, such as case studies, real-life experiences, interviews, and concept development.

Leadership and Ethics (MGMT-410)

3 credits

This course will examine the intersection of leadership and ethics in business. Students will examine the skills needed for effective leadership, the ethical dilemmas of leadership, the foundation and context of moral choice, the moral implication of decision making, and the impact upon staff morale, personal integrity, and citizenship. The purpose of the course is to develop an understanding of the student's own leadership style and preferences, make visible the ethical challenges and decisions facing leaders, examine the leadership role in sharing the organization's ethical culture, and explore several alternative methods of ethical decision making.

Foodservice Management in Health Care (MGMT-411)

3 credits

This course is an introduction to the foodservice operations and management in health care facilities, including, but not limited to, medical centers, community hospitals, nursing homes, rehabilitation centers, assisted living facilities, and other health care institutions. Emphasis will be placed on analyzing the operations of several foodservice departments, identifying and measuring patient/customer satisfaction, defining clinical nutrition care management, comparing food delivery systems, and identifying trends in health care reform and legislation. Students will analyze cases studies, participate in field trips to local health care institutions, and identify skills required to operate a foodservice enterprise in the health care field. They will also complete a capstone project: evaluate major components of a foodservice operation in a chosen health care facility. This course will prepare students to be competent entry-level managers in health care facilities.

Introduction to Corporate Ventures (MGMT-414)

3 credits

This course will explore the concept of entrepreneurship in the corporate setting (intrapreneurship). Students will learn the value of seeking new and innovative products and processes to improve profitability and achieve staying power in a fast-moving business world. While using the hospitality and food industry sector as a base, students will learn how to apply the skills of an entrepreneur to obtain business solutions that are fresh, inventive, and novel. The course will

target skills to identify and evaluate potential business ideas, cultivate creativity, and navigate the pathways of change within a corporate environment. Case studies, readings, guest speakers, and interactive projects will be the foundation for producing a meaningful skill set that will ensure entrepreneurial success. No textbook will be used for this course.

Organizational Behavior (MGMT-416)

3 credits

Organizational behavior (OB) is the study of people at work, as well as group behavior in the workplace and the culture of the organization itself. These are all seen as contributing factors to three measures of employee performance: productivity, absenteeism, and turnover. The OB discipline is based on a large number of scientifically based research studies used to accurately predict "cause and effect" of certain individual and group behaviors that occur in the workplace. By its very nature, it is a deliberate blend of the scientific and the practical—an applied science in the truest sense. Classes will combine these two components of OB—the research and its applications—to understand how they improve the functioning of organizations and the satisfaction of the people who work there. (Prerequisite: Human Resource Management (MGMT-307))

Intraventure Operations Technology (MGMT-417)

3 credits

During Intraventure Operations Technology, students will immerse themselves in the technology commonly utilized in today's restaurants. Through a series of assigned readings, lectures, videos, demonstrations, lab work, independent research, and projects, students will build their understanding of restaurant technologies as well as design and implement their Innovation Station restaurant technology plan.

Intraventure Planning (MGMT-418)

3 credits

Intrapreneurship students will work in teams to refine, present, and defend their plan for the new intraventure restaurant facility. At the end of the semester, students will present the business plan to a panel of industry professionals who will select which plan is worthy of implementation.

Menu Development and Testing (MGMT-419)

3 credits

In this course, students pursuing the intrapreneurship concentration will develop a menu and recipes in support of the intraventure restaurant business planning project. Menus and recipes must reflect theme and communicated parameters for cost, labor, equipment, and production.

Intraventure Operations (MGMT-421)

For more information, please see the Education Department.

Intraventure Critique, Analysis, and Evaluation (MGMT-422)

For more information, please see the Education Department.

Foodservice Management (MGMT-450)

3 credits

This course will integrate material taught in many other classes into a capstone project. Guided by their professor, students will design and execute an event that is marketed to the public. They will also analyze case studies distributed by the instructor. Class topics will include menu design, beverage trends, marketing strategies, facilities design, energy management, budgeting, forecasting, purchasing, inventory control, and the history of hospitality in the United States. This course is designed to expose the student to the skills needed to be an effective leader within the hospitality industry. (Prerequisites: Finance/MGMT-360 or Managerial Accounting (MGMT-365); Human Resource Management (MGMT-307); and Marketing and Promoting Food (MGMT-302))

College Algebra (MTSC-301)

3 credits

This course provides an overview of the fundamental concepts of algebra. Topics discussed will include, but are not limited to, real and complex numbers, linear equations and inequalities, quadratic equations, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities. Students will use these concepts to solve real-world problems in a variety of contexts.

Introduction to Statistics (MTSC-302)

3 credits

This introductory course in descriptive and inferential statistics places emphasis on the application of theory to real-life situations in a variety of contexts. Topics discussed will include, but are not limited to, measures of central tendency and variance, probability, probability distributions, hypothesis testing, confidence intervals, correlation, and regression. Other topics may be included at the discretion of the instructor. Technology—a graphing calculator, Excel, or statistical analysis software—will be used regularly throughout the course.

Survey of Mathematics (MTSC-305)

3 credits

This course is an introduction to selected topics in college-level mathematics. Topics discussed will include, but are not limited to: logic, algebra, graphing and modeling, probability, and statistics. Specialized topics may be included at the discretion of the instructor. This is one of the courses students can choose to satisfy the math/science component of the required liberal arts distribution.

Science Fundamentals (MTSC-307)

3 credits

This course will emphasize the development of basic scientific skills in the larger disciplines of biology, biochemistry, and chemistry, and will enhance students' ability to understand the living world. It will serve as a prerequisite for science-related courses as well as provide students with the basis upon which to evaluate and better comprehend written scientific material from a variety of sources. This is one of the courses students can choose to satisfy the math/science component of the required liberal arts distribution.

Psychology of Human Behavior (SOCS-306)

3 credits

An introduction to various schools of thought that explain why people behave the way they do. Topics covered in the course include personality, motivation, memory, learning, perception, nature, nurture, and adaptation.

Social Psychology (SOCS-308)

3 credits

An examination of how the behaviors, thoughts, and feelings of the individual are influenced by the presence of other persons. Topics such as attitude formation and change, altruism and aggression, interpersonal attraction and love, stereotypes and prejudice, and criminal justice and conformity will be discussed. In addition, various empirical research methods will be examined and applied to these topics.

Principles of Microeconomics (SOCS-310)

3 credits

This is a survey course in the theory and application of microeconomics. In contrast to macroeconomics, microeconomics focuses on individual decision-making. The focus throughout the semester will be the understanding of the relationship between economics and policy, which requires an understanding of history and institutions. The course topics focus on microeconomic issues and problems such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.

Principles of Macroeconomics (SOCS-320)

3 credits

This is a survey course in the theory and application of macroeconomics. In contrast with microeconomics, macroeconomics focuses on aggregate behavior, or the behavior of the economy as a whole. The student will be introduced to methods of economic reasoning and the variety of ways economists develop models based on observed behavior. The focus throughout the semester will be the understanding of the relationship between economics and policy, which requires an understanding of history and institutions. The course develops a theoretical framework for macroeconomic analysis and applies this theory to practical domestic and international economic policy problems, specifically: unemployment, inflation, business cycles (fluctuations in the economy), and growth.

Anthropology of Food (SOCS-404)

3 credits

An examination of the relationship between food and culture with a focus on the cultural rules of food consumption and how they can be compared to the rules of music, dancing, and poetry. Course topics include the relationships between food and religion, gender, folkways, mores, and life cycle rituals. Emphasizing critical reading and writing, this course gives students theoretical and empirical exposure to food research in anthropology, folklore, history, and sociology.

Elementary Spanish I (SPAN-310)

3 credits

For students who have had little or no previous exposure to the language. This course is a foundation in spoken and written Spanish, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory.

Elementary Spanish II (SPAN-320)

3 credits

A continuation of Elementary Spanish I. This course is a foundation in spoken and written Spanish, listening and reading comprehension, grammatical usage, and cultural backgrounds. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory. (Prerequisite: Elementary Spanish I (SPAN-310))

Intermediate Spanish (SPAN-350)

3 credits

This course focuses on the development of listening, speaking, reading, and writing skills through conversation, written assignments and selected readings on a variety of topics. Students also gain knowledge of Spanish vocabulary, grammar, and culture. Class will be conducted in Spanish and students will spend weekly sessions in a language laboratory. (Prerequisite: Elementary Spanish II (SPAN-320))

Fundamentals of Wine and Professional Service (WINS-101)

3 credits

An overview of foundation-level wine topics, including history, culture, viticulture, wine making, and regional gastronomy, as appropriate. Through guided exercises, students are introduced to systematic sensory evaluation techniques and vocabulary. Professional wine service techniques are introduced for subsequent reinforcement throughout upcoming classes.

New World Wines I (WINS-121)

3 credits

A study of the major grape-growing and wine-producing regions of California, Oregon, and Washington State. Students learn how various climatic influences and geological features affect the wines of each region and make them unique. This class also includes an exploration of classic grape varietals, an introduction to U.S. wine law, labeling, and trade. Service topics and typical regional cuisines are discussed.

New World Wines II (WINS-131)

3 credits

This class continues to explore New World wines as produced in other U.S. states, North and South America, Australia, New Zealand, and South Africa. Students will learn how various climatic influences and geological features affect the wines of each region and make them unique. This class also includes study of wine laws and regulations appropriate to each region as well as gastronomy and contemporary service topics.

Culinary Skills for Wine Professionals (WINS-141)

3 credits

A survey of foundation culinary techniques in dry-heat cooking, moist-heat cooking, and combination cooking methods for proteins, starches, and vegetables. Soups, stocks, and sauce-making exercises review classic and contemporary applications. Through hands-on cooking activities, students participate in a professional kitchen environment and develop a vocabulary to evaluate food in preparation for food and wine pairing exercises in subsequent courses.

Wine Regions of Europe I (WINS-151)

3 credits

Study France's classic grape-growing and wine-producing regions including, among others, Bordeaux, Burgundy, and Champagne. This class also addresses wine regions of Spain such as Rioja, Penedès, and Jerez. Class activities include guided sensory evaluations as well as a review of French and Spanish wine and food heritage, culture, wine laws, and labeling. Service education continues with discussion on contemporary service issues.

Wine and Service Practical Exam (WINS-200)

non-credit

This exam tests and recognizes wine knowledge and proficiency on foundation topics in grape varietals, world wine

regions, sensory analysis and communication, winemaking techniques, wine business essentials, and basic food and wine pairing principles. (High Pass/Pass/Fail grading)

Wine Regions of Europe II (WINS-201)

3 credits

A continuation of European wine studies focusing on the history, culture, wine laws, and labeling of wines from Germany, Austria, Italy, and other Eastern European regions. Regional gastronomy and culinary flavor profiles are reviewed, along with beverage service issues.

Global Wine Business and Wine Program Operations (WINS-211)

3 credits

An overview of international trade laws, import/export regulations, global distribution channels, and marketing. Wine program operations focus on wine list development and management strategies, inventory systems, and pricing. Service education culminates in the development of employee training programs and TIPS (Training for Intervention Procedures) alcohol certification.

Fermented and Specialty Non-Alcoholic Beverages (WINS-231)

3 credits

Departing from the world of wine, this course covers other fermented beverages, including beer, ciders, and sake. Historically and culturally significant non-alcoholic beverages such as coffees, teas, and mineral waters are also examined. Attention is given to cultural traditions, production methods, regional styles, sensory evaluation, and service tools and protocols relative to each of these beverage categories.

Distilled Spirits (WINS-241)

3 credits

A survey of the global distilled spirits industry focusing on the commercially dominant categories of white and brown spirits, as well as grape-based brandies, fruit-based spirits, and liqueurs. A study is made of the history, cultural traditions, production methods, and regional styles of distilled spirit beverages in major producing areas. Through guided sensory evaluations, students learn to assess and identify flavor profiles in preparation for applied pairing exercises in upcoming classes.

Applied Theories in Flavor Dynamics and Mixology (WINS-251)

3 credits

Students examine wines and beverages as ingredients in the larger arena of food and beverage pairing. Classic and contemporary affinities are studied and compatibilities among global flavors and cuisines are explored. The mixology topic delves deeper into flavor pairings found only in beverages. Program capstone projects are presented in a case study forum to more thoroughly explore challenges and opportunities in professional food and beverage management.

Academic Rules, Regulations, and Information

Students at The Culinary Institute of America, as at any college, are taught a variety of information, skills, and values in their classes. They are evaluated based on their performance in the college's classrooms, kitchens, bakeshops, and

dining rooms as they progress toward their degree or certificate. This section outlines the information and regulations that support the curricula and academic life at the CIA.

Registration

Registration is the formal process of enrolling in the college's degree or certificate programs. Students must be cleared academically and financially to progress from one semester to the next. Students can only attend classes if they are registered. Registration schedules are posted on CIA Main Menu. For more information, contact Student Financial and Registration Services.

When students receive academic and financial clearance, they will be assigned an associate degree or certificate program class schedule at the discretion of the CIA. The college reserves the right to alter groups, schedules, policies, and operational procedures in order to achieve the best educational balance. For the bachelor's degree schedule at the New York campus, students will choose their courses following a set of guidelines. At the Singapore campus, courses for the bachelor's degree will be offered based on the academic needs of each entering cohort of students to meet the degree requirements of the CIA.

Competency-Based Curriculum

The CIA's competency-based system recognizes a fixed standard of educational achievement, rather than a standard that compares a student's accomplishments to the rest of the group. Students must pass all courses and comprehensive practical exams to earn their degree or certificate. To pass a course, students must achieve a minimum mastery level for all of the competencies, or required skills, identified for that course. The criteria for the mastery level are listed in the course guide and explained by the instructor, based upon considerations such as reasonable expectations of student skill levels.

Students who are unable to master one of the competencies will have a chance to practice further with a Skills Remediation assignment to successfully master that competency. If students are unable to master the competency through Skills Remediation, they must repeat the entire course.

Prerequisites

Because of the unique nature of the curriculum, there are occasionally courses that must be passed before students will be permitted to take the next course in the sequence. These prerequisites are set by the Education Division's Curriculum Committee and are enforced by the Registrar's Office. If there are any questions, students should contact Student Financial and Registration Services for further clarification.

Bachelor's Degree Concentrations

Students in the management majors of the bachelor's degree program have the option of participating in a specialized program of study that may include a semester at one of the college's branch campuses:

- Advanced Concepts in Baking and Pastry (semester in California; for baking and pastry arts management students only)
- Advanced Wine, Beverage, and Hospitality (semester in California)
- American Food Studies: Farm-to-Table Cooking (semester in California)

- Intrapreneurship: Driving Innovation from Within an Organization (fully in New York)
- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques (semester in Texas)

Each semester is approximately 12 to 15 weeks and space is limited. In order to be considered, students must submit a Request to Participate form to the Center for Academic Advising, located on the second floor of Roth Hall.

Students interested in pursuing a concentration must meet the following requirements:

- Be in good academic standing as defined in the *CIA Academic Catalog*,
- Have successfully completed Financial Accounting (Financial Accounting (MGMT-310)), and
- Have no more than two other "first-term" (first semester, junior year) courses not yet successfully completed in the bachelor's program.

Students may be permitted to register for a concentration in the second semester of the senior year under the following conditions:

- The concentration is not offered during the first semester of their senior year,
- They have fulfilled the language requirements,
- They have successfully completed Foodservice Management (Foodservice Management (MGMT-450)) prior to leaving for that concentration (for concentrations with a semester at one of the CIA's branch campuses), and/or
- Under special circumstances, with the approval of the associate dean.

Concentrations running every semester (starting September, January, and May)

- Advanced Concepts in Baking and Pastry
- Advanced Wine, Beverage, and Hospitality
- American Food Studies: Farm-to-Table Cooking
- Intrapreneurship: Driving Innovation from Within an Organization

Concentration running two semesters each year (starting January and May)

- Latin Cuisine Studies: New World Flavors, Ingredients, and Techniques

Technical Standards

The mission of The Culinary Institute of America is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. Contemporary culinary, baking and pastry, and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by a necessary set of skills and professional attitudes. The CIA requires that all students meet certain functions and technical standards that are essential for successful completion of all phases of our education programs, and that reflect industry requirements and standards.

To participate in and successfully complete the CIA's degree, certificate, and/or non-credit programs, each student, with or without reasonable accommodations, must be able to:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
 - a. Work in a refrigerated classroom.
 - b. Lift and transport food, including hot food, as well as other culinary or baking product, equipment, small wares, and utensils.
 - c. Lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated.
 - d. Safely pour and serve liquids and beverages, including hot liquids.
 - e. Safely handle hot foods such as pulled sugar or other items coming out of a heat source.

- f. Safely use knives for food preparation as well as other commercial cooking, baking, or serving utensils.
 - g. Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping.
 - h. Follow and maintain the National Restaurant Association's ServSafe® sanitation standards for safe food handling.
 - i. Safely and effectively operate standard commercial cooking and foodservice equipment.
 - j. Participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously.
 - k. Test and evaluate food and beverage products.
 - l. Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical exam.
 - m. Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products.
 - n. Handle and bake/cook using different flours—including all grains—as well as chocolate, fruits, and nuts.
1. Attend and actively participate in all classroom courses.
 2. Attend and actively participate in production kitchen classes; instructional kitchen classes; dining room, café, and/or laboratory classes; and externship, for a minimum of seven consecutive hours per session, noting that those sessions may start at different hours of the day.
 3. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests, and employers. Examples of relevant communication activity include, but are not limited to:
 - a. Use of effective verbal and/or nonverbal communication skills
 - b. Effective utilization of the English language
 - c. Ability to interpret communication from other people and respond in a professional fashion
 1. Have the ability to meet and perform sufficiently all course objectives that are essential in all classroom, laboratory, dining room, café, externship, and kitchen courses. Examples of relevant cognitive ability include, but are not limited to, the ability to:
 - a. Learn and benefit from the college's curriculum.
 - b. Follow directions.
 - c. Reason and perform independently.
 - d. Process information accurately and thoroughly and prioritize tasks.
 - e. Demonstrate skills of recall using both long- and short-term memory.
 - f. Apply knowledge.
 - g. Perform mathematical computations.
 - h. Write essays, reports, and research projects as well as complete other college-level writing assignments.
 - i. Demonstrate the conceptual, integrative, and analytical skills necessary for problem solving and critical thinking.
 1. Have the emotional stability, as well as the behavioral and social attributes, required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments, and at externship locations. Examples of relevant activities include, but are not limited to, the ability to:
 - a. Develop professional working relationships with classmates, instructors, guests, employers, and others.
 - b. Function effectively under stress and regulate one's own emotional reaction.
 - c. Adapt to multiple situations and perform multiple tasks.
 - d. Adhere to the college's Student Code of Conduct.
 - e. Exercise sound judgment.
 - f. Focus and maintain attention on tasks.
 - g. Self-manage medical or emotional conditions.
 1. Have the ability to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to others in all environments on campus, and during externship and other college-sponsored trips.

Skills Remediation

CIA faculty in the culinary arts degree programs and the certificate programs will assign a student to attend Skills Remediation for a specific competency for the following reasons only:

1. The student has failed to demonstrate proficiency in the competency during his or her class.
2. The student has missed the competency in his or her class due to absence.

Scheduling

SFRS (NY), the assistant director of student services' office (CA), the director of education's office (TX), or the managing director's office (SG), upon receiving the Skills Remediation Kitchen Assignment form from the faculty member, will schedule the student to take part in Skills Remediation.

Grades

If a student is scheduled to attend Skills Remediation, he or she will carry a grade of Incomplete (I). Once the student has demonstrated proficiency in the competency in question during Skills Remediation, the assigning faculty member will change the grade (which is based on the student's actual attendance and performance in the class, and will not include his or her Skills Remediation performance) and submit the grade change.

Skills Remediation Attempts

Students will be allowed up to three attempts to achieve proficiency in a single competency. If a student fails to show proficiency after three attempts, or has carried an Incomplete for more than nine weeks, he or she will be required to meet with the dean of culinary arts, director of education, or managing director.

Fee

The fee for attending a Skills Remediation session is \$60, which will be billed to the student's account.

Supervised Alcohol Tasting

With three exceptions, public consumption of alcoholic beverages in CIA-owned and -operated facilities and properties is strictly prohibited. The exceptions are as follows: when consumption is part of the course within the classroom, during specifically approved college functions, and in the CIA's public restaurants and cafés. The legal drinking age in New York, California, and Texas is 21, and laws governing the sale and service of alcoholic beverages are observed at all CIA campus locations.

The possession, solicitation, sale, and/or use of illegal drugs are unconditionally prohibited. Violations will result in suspension and possible dismissal from the college.

At the CIA Singapore, rules and regulations pertaining to this section will be enforced under Singaporean law.

Comprehensive Examinations

Required for associate degree and certificate program graduation, the exams—known as practical exams—are subject to the same academic regulations as all courses. Students can get more information about the comprehensive examinations from Student Financial and Registration Services.

There are two sets of comprehensive examinations built into each associate degree program. The first set is composed of a cooking or baking practical exam. The second set is composed of a cooking or baking practical exam and a costing practical exam. In the ACAP and AWBP, there is one comprehensive exam, in cooking and in wine and service, respectively. In the bachelor's degree program at the CIA Singapore, the cooking practicals will be administered in the first semester of the junior year and the second semester of the senior year.

All of these exams are mandatory. Neglecting to take these when they are scheduled will result in a makeup fee of \$150 for each missed exam.

Culinary and Baking & Pastry Practical Retake Policy

Students in the degree programs who remain unsuccessful at passing either the culinary or baking and pastry practical examinations after their third attempt will not be allowed to register for a subsequent attempt until they have met with the dean of culinary arts or dean of baking and pastry arts (NY), the director of education support (CA), the director of education (TX), or the managing director (SG). The student may be required to repeat appropriate coursework and/or complete remedial work before being allowed to register for any subsequent attempt.

If a student does not pass on his or her fourth attempt, the student will be required to meet with the Academic Standards Committee, which may or may not require the student to take a leave of absence in order to gain additional culinary or baking and pastry skills.

Costing Practical Retake Policy

Students in the degree programs who fail the costing practical examination two or more times are required to make an appointment with the manager of academic support services (NY), director of education support (CA), director of education (TX), or managing director (SG). Students must receive five hours of documented tutoring from the Learning Strategies Center/Library Learning Commons (U.S. campuses) or from a business management faculty member (SG) before the exam can be rescheduled. The Tutoring Center provides peer tutoring for the costing exam. Once the student has received the necessary tutoring, he or she will be cleared by the LSC/LLC (U.S.) or faculty member (SG) to register to retake the exam.

Culinary and Wine & Service Practical Retake Policy

Students in the ACAP and AWBP who remain unsuccessful at passing either the culinary or wine and service practical examinations (respectively) after their third attempt will not be allowed to register for a subsequent attempt until they have met with the Standards Committee. The Committee may require the completion of remedial work before allowing the student to register for any subsequent attempts. This may require the student to take a leave of absence in order to complete the work off campus. Students will be notified by the student affairs manager when they are required to meet with the Standards Committee.

ServSafe Exam Retake Policy

For information regarding the conditions and schedule for retaking the ServSafe® examination (part of the Food Safety course), please refer to the Student Financial and Registration Services page on the student portal.

Course Makeup Policy

Students who have to make up a course for any reason must make arrangements to re-register for the course. Course makeup fees can be found in Freshman/Sophomore Makeup Fees (U.S. campuses). Doubling up on courses is strongly discouraged, but may be permitted under the following conditions:

- The courses being considered are not both laboratory courses—cooking, baking, pastry, or table service.
- The student has a minimum grade point average of 2.0 and is not on academic probation.
- The enrollment in the makeup course does not exceed the maximum allowable class size.
- The course schedules do not conflict.
- There are no non-laboratory prerequisites.

Students who fail a course twice must obtain written permission from the academic dean (NY), director of education support (CA), director of education (TX), or managing director (SG) to take the course at another college and must receive a grade of "C" or higher to transfer the credits back to The Culinary Institute of America.

Class Admittance

To be admitted to class, students must meet one of the following conditions:

1. Student's name appears on a class roster.
2. Student presents a valid schedule adjustment form or class admittance form to his or her instructor.

Students also must have financial clearance to attend classes at all times. In order to start the first course of a semester, a student must possess a valid, signed class admit card from Student Financial and Registration Services.

Policy on Attendance

Class Attendance

Given the demands of the college's degree and certificate programs, the amount of material covered in classes, and the nature of the curriculum, students are required to arrive on time and remain in class for all class sessions. Students who miss more than a specific number of classes within a course will automatically fail that course and must repeat the entire course. Students who miss more than a specific number of classes throughout the 30-week, two-year, or four-year program will be suspended. Each faculty member may have established his or her own requirements regarding attendance. Refer to course guides for all such requirements. Students are responsible for finding out the specific requirements for each particular class and instructor.

Missing Classes for Freshmen and Sophomore (U.S. Campuses)

If a student is absent for a class in which daily participation is graded, the student will receive a grade of zero for that class. Students who miss more than a specified number of classes in a course (as follows) shall automatically fail that course and will have to retake it unless they have been administratively withdrawn prior to the end of the course:

- Two classes in a 1.5- or three-credit, 12-, 13-, 14-, or 15-day course, or in a 14- or 15-week course.
- Four classes in a six-credit course.
- Four classes in the three-credit College Writing course that meets over the course of 12 weeks.

Missing Classes for Juniors and Seniors (New York Campus)

If a student misses more than six classes in a three-credit course, he or she will automatically fail that course. The student will have to retake the course unless he or she has been administratively withdrawn from the class prior to the completion of the course. For three-credit courses that meet only once per week, each absence counts as two absences.

Missing Classes (Singapore Campus)

If a student is absent for a class in which daily participation is graded, the student will receive a grade of zero for that class. Students who miss more than two classes in a 1.5- or three-credit, 12-, 13-, 14-, or 15-day course; or more than six classes in a three-credit course; will automatically fail that course and will have to retake the course unless the student has been administratively withdrawn from the course prior to the course end. Students who miss more than four classes in a six-credit course will automatically fail that course and will have to retake it unless the student has been administratively withdrawn from the course prior to the course end.

For three-credit courses that meet only once per week, each absence counts as two absences.

Major Vacations

Students who miss class(es) on either the day before or the day after the April vacation (bachelor's students only); July or December vacations (U.S. campuses); or the August or December vacations (SG) will earn two absences for each class that they miss. Students should verify class schedules with their instructors before making any travel plans for these vacation periods.

Attendance Probation for Cumulative Absences

Students who miss 10 classes in the freshman and sophomore years will be reminded of the attendance policy, placed on attendance probation, and warned of possible suspension or dismissal by the Student Affairs Office or its designee. In cases where two or more courses meet in one day, each class that a student misses counts as one absence. Certificate program students can miss no more than five classes for the 30-week duration of the program and still be considered for graduation. In semesters where two or more courses meet in one day, each class that a student misses will count as one absence per class. If a student misses four classes, the student may be placed on attendance probation. In the bachelor's degree program in Singapore, students who miss 10 or more classes may be suspended by the Attendance Committee.

Because juniors and seniors normally attend three classes a day, students who miss 24 classes in the junior and senior years will be reminded of the attendance policy, placed on attendance probation, and warned of possible suspension or dismissal by the Student Affairs Office or its designee. Each class a student misses counts as one absence.

Attendance Review

Students on attendance probation who miss additional classes may be required to attend a meeting of the Attendance Committee.

Students who do not attend the scheduled meeting of the Attendance Committee will be automatically suspended, and the Committee will determine whether and under what conditions the students will be allowed to continue their studies at the college.

Attendance Suspension (Degree Programs)

Freshmen and sophomores who accumulate more than 18 absences in their freshman and sophomore years may be suspended from the college by the Attendance Committee. Medical, legal, and family emergency reasons for missing classes will be taken into account by the Attendance Committee so long as students notify the Student Affairs Office or its designee at the time and can provide the Office with appropriate documentation.

Juniors and seniors who accumulate more than 36 absences in their junior and senior year may be suspended from the college by the Attendance Committee. Medical, legal, and family emergency reasons for missing classes will be taken into account by the Attendance Committee so long as students notify the Student Affairs Office or its designee at the time and can provide appropriate documentation.

Attendance Suspension (Certificate Programs)

Students who accumulate more than four absences within any 30-week certificate program may be suspended from the college by the Standards Committee. Medical, legal, and family emergency reasons for missing classes will be taken into account by the Standards Committee as long as the student notifies the student affairs manager at the time and can provide appropriate documentation.

Personal Emergencies and Exceptional Circumstances

If a student is forced to miss a class due to sickness, personal emergencies, or unforeseen circumstances, the student must notify the Health Services Office or the Student Affairs Office (U.S. campuses) or the Administrator's Office (SG), who will notify the faculty member. Depending on the nature of the situation and the academic circumstances, the dean of student affairs, student affairs manager, or managing director, after consultation with the faculty member, may recommend an administrative withdrawal from the course.

In exceptional circumstances and if the student has not exceeded the maximum number of absences that would cause one to fail the course, the faculty member may assign additional work and give partial credit for a missed class.

In the event that a student is sick on the day(s) of his or her practical exam and/or make-up practical exam, he or she should (if possible) go directly to Health Services or to a physician for an evaluation. If warranted, Health Services or the student affairs manager will issue a sick note (or Medical Certificate in Singapore) for the student to take to the exam proctor, who will inform Student Financial and Registration Services of the No Show due to sickness. After a discussion with the student, the student financial and registration advisor (NY), registration manager (CA), student affairs coordinator (TX), or managing director (SG) will re-schedule the test date, and the student will not be charged for the new test date. Baking and pastry arts students should refer to their practical exam criteria for the baking and pastry two-day practical examination for additional grading criteria and information.

Religious Holidays/Military Reservist Duty

Students who are observing a religious holiday or have required military reservist duty that coincides with regularly scheduled class days are excused for that time period. In such cases, students can be excused for no more than two days of that class, and will be held accountable for information they missed. If students need to take more than two days for religious or military service reasons, they will be required to take an Administrative Withdrawal (AW). As a participant in religious or military reservist activities, students will not be academically penalized for missing class.

Attendance Committee

The members of the Attendance Committee will include the dean of student affairs (as chair) or his or her designee, an associate dean or director of education, two faculty members, and the registrar or his or her designee.

Since the decision of the Attendance Committee is final, there is no appeal.

Leave of Absence

A leave of absence (LOA) may be requested for military service or medical, personal, or financial situations in which a student may find it impossible to continue in regularly scheduled classes without interruption. To qualify for a leave of absence, students must provide a reasonable expectation that they will return to the CIA at the same location in the curriculum from which they left. Students may not take an LOA in lieu of disciplinary action or to delay their return to the CIA from externship. Regardless of semester, all students may request an LOA upon the completion of a semester and prior to the commencement of a new semester with a valid reason. Students currently enrolled in the middle of first semester of the AOS or AAS program or in any junior- or senior-year semester of the bachelor's program do not qualify.

To apply for a leave of absence, a student must submit a written request or complete an Interruption of Studies Form. Supporting documentation may be requested by the college to grant the LOA. A leave of absence is valid for a period of 90 calendar days. After 90 days, under certain circumstances (typically military or medical), a second leave of absence may be granted with supporting documentation, provided the total number of days of all leaves of absence does not exceed 180 days in any 12-month period. During a leave of absence, a tuition credit may be placed on a student's account to reflect the unused portion of tuition. This tuition credit will be reversed when the student returns from his or her leave. No tuition refund will be issued during a leave. Students must contact Student Financial and Registration Services six weeks prior to returning from a leave of absence. Enrollment is based on class size and availability.

Students at the U.S. campuses who leave the CIA without requesting a leave of absence will be withdrawn from the college, and the following may also result:

- additional campus housing charges,
- delay in obtaining any housing refund,
- failing grades due to absences, and/or
- delay in returning to classes.

Withdrawal from the CIA could affect a student's financial aid, including loan repayment terms and/or loan grace periods. If a student fails to return from a leave of absence, he or she will be automatically withdrawn, and the schedule for a withdrawal refund applies effective from his or her last day of attendance.

Students at the Singapore campus who leave the CIA without requesting a leave of absence will be withdrawn from the college and may incur financial and/or academic consequences. For more information, students should contact Financial Services at SIT.

Temporary Medical Condition

For safety reasons, students who have a medical condition requiring an upper limb cast, a lower limb cast, a sling, or the use of crutches, or who have another temporary medical condition that significantly affects mobility will not be permitted in culinary, baking, pastry, or table service classes. If a student is currently enrolled in one of these classes at the time of the injury, the college may administratively withdraw the student from the class.

When the student's condition is fully healed, he or she must present signed documentation from a health care provider indicating that the student is permitted to resume culinary, baking, pastry, or table service classes to Health Services or the Education Office (U.S. campuses), the assistant director—student life (CA), or the managing director (SG).

Faculty concerned about a student's participation in class for these reasons should inform Health Services or the Education Office (U.S. campuses), the assistant director—student life (CA), or the managing director (SG) and send the student to that office. If a student is unable to participate in a cooking, baking, pastry, or table service class for these medical reasons, Student Financial and Registration Services will try to register that student in a business management, liberal arts, or other class. If a student cannot be registered for a business management, liberal arts, or other class, he or she may need to take a leave of absence or withdraw until classes are available or the student is medically cleared.

Withdrawals

Withdrawal from the CIA is granted when a student anticipates that he or she will not be returning to the college. Students will be placed on withdrawal at the time that a requested leave of absence exceeds 90 days, or if they do not continue attending classes and have not requested a leave of absence in writing. Students should make a request for withdrawal to the Student Affairs Office. (Refer to the schedule for withdrawal refunds in the Withdrawal Refund Policy.)

After a withdrawal, students are responsible for any curriculum modifications that occurred during their absence, even if they were already beyond that point in the curriculum. Students at the U.S. campuses will be charged full tuition appropriate to the class. If a student has federal loans, once he or she withdraws, repayment of loans may begin within six months. CIA Singapore students should contact SIT regarding any applicable charges.

Externship candidates who have not provided Career Services with a signed training agreement from an approved externship site within the first three weeks of the externship semester will be officially withdrawn. If the student leaves his or her externship site prior to the agreed-upon timeframe for whatever reason, he or she will be considered as not being enrolled in class and will be withdrawn.

Administrative Withdrawal/Dropping a Course

Students are expected to attend and complete all classes for which they are registered. If an illness or personal emergency prevents a student from continuing in an assigned class, he or she must immediately request an administrative withdrawal from the class. A student must request to withdraw from a course within the first five days of the course. First-semester freshmen and juniors and seniors may not qualify for an administrative withdrawal for a class unless they are able to retain their full-time status.

If a student notifies the appropriate office during the first five days of a class, he or she will most likely be granted an AW. Following this time period, the circumstance of the student's request will be reviewed with the faculty member to support such a decision; in the final week of a course, no AWs will be granted unless there is an extreme emergency. If a student becomes ill at any time, an AW from class may be granted as long as every absence due to illness can be verified. It is the student's responsibility to seek out the appropriate office when requesting an AW:

- New York Campus
Health Services Office (for medical reasons)
Student Affairs Office (all other reasons)
- California Campus
Student Affairs Office
- Texas Campus
Student Affairs Office
- Singapore Campus
Managing Director's Office

Self-withdrawal from an assigned class without being granted an administrative withdrawal may result in failure of the class, and the entire tuition to retake the class will apply. All requests for an administrative withdrawal are considered by the dean of student affairs. Not all requests are granted. AOS and AAS students granted an administrative withdrawal will be assessed a \$60 fee to retake the class. Bachelor's students in the junior and senior years who are granted an administrative withdrawal will need to retake the course in subsequent semesters as part of their full-time credit load at full tuition cost. Please note that if a student is failing a class in which he or she was enrolled prior to dropping the course, the student may be issued a failing grade for the class.

Readmission

For the full policy on readmission to The Culinary Institute of America, please see the Readmission Policy.

Externship

Students in the associate degree programs (and, in some cases, the bachelor's program in Singapore) will be required to devote a semester to furthering their skills in an extern position in the foodservice industry. Externship, which takes place in the third semester of the associate degree programs, is a full-time commitment of a minimum of 15 weeks or 600 hours of full-time work at a CIA-approved location. A satisfactory evaluation of the experience is required for students to receive their degree.

The externship program is administered under the auspices of the Career Services Office, which is located on the second floor, east wing, of Roth Hall at the Hyde Park, NY campus. Please see Career Services for more detail concerning this office, which is dedicated to assisting students with their career planning.

Externship information in this section also applies to the **CIA Singapore**, with the following distinctions. Students who enter the bachelor's program in Singapore from a **non-relevant diploma program** must complete the CIA Externship course following the completion of the final semester of academic classes ("top-up" module semester). Students who have entered the CIA Singapore with a relevant diploma must participate in a non-graded professional bridge semester. Training agreements for both the externship and professional bridge must be returned to the managing director no later than the third week of the final semester of course work. CIA Singapore students who do not have additional courses to complete must submit the Professional Bridge Training Agreement prior to the 10th week of the fourth semester.

Externship Planning

Externship is considered a requirement and all students must attend externship career planning sessions scheduled during the first and second semesters. Students who miss any of these sessions will be issued an absence for that session. This absence will be recorded on their transcripts with the externship grade.

Students should begin exploring externship possibilities well in advance to make sure they have secured a position and submitted a training agreement at the end of the second semester. They must select an externship site from an established list of approved sites. A student may not complete his or her externship at a site owned by a member of that student's family. It is the student's responsibility to initiate contact with these employers and obtain a position as an extern. The Career Services staff will assist as needed. Externship candidates in the U.S. who have not provided Career Services with a signed training agreement from an approved externship site within the first three weeks of the semester prior to the start of the externship will be officially withdrawn. (See Withdrawals.)

Prerequisites for Externship

Students may be registered for Externship with one culinary arts or baking and pastry arts laboratory course outstanding and one liberal arts or business management course outstanding. An outstanding course is defined as one the student has failed, has received an Incomplete, or from which he or she has withdrawn. However—without exception—to begin externship, students must have received a passing grade for:

- Culinary Math (MATH-110) or Mathematics (MATH-111)
- Food Safety (ARTS-112) or Introduction to Food Science (ARTS-150) , which includes achieving ServSafe® certification
- Culinary Practical Examination I (Cooking Practical) (CULS-151), Culinary Practical Examination I (Written Exam) (CULS-152), or Baking and Pastry Practical Examination I (BAKE-151)

Students who fail their practical examination(s) will be notified immediately by the faculty member administering the examination and the Registrar's Office. Students must make arrangements with Student Financial and Registration Services to retake the exam by the end of the semester. They must pass these exams to begin their externship. The Registrar's Office will notify students of any outstanding courses.

Acceptance of an Externship

Once a student has communicated acceptance of an externship verbally or in writing to the employer, this is viewed as a binding commitment on the student's part to complete the experience. Failure to follow through with the agreement may result in a grade of "F."

An "F" grade will **not** be assigned if:

- A viable reason is presented in writing to the Career Services staff and property chef for not completing the externship—personal or family illness, or other circumstances beyond the student's control.
- The student informs his or her supervisor at the externship site of the change in plans, and obtains a letter from the supervisor that indicates acceptance of the student's decision not to begin work at the site. A Career Services staff member will then contact the supervisor to verbally confirm that acceptance.

Externship Completion Policy

To receive credit for the course of Externship, a student must be properly registered, which includes financial and academic clearance granted through SFRS **and** having submitted a signed training agreement to Career Services indicating 15 weeks or 600 hours at an approved site. No credit will be given for any time worked prior to registration for the course.

To pass the course of Externship, students must achieve a passing evaluation from their externship supervisor, submit all externship assignments on time for grading, and receive a passing grade for these assignments.

Students will receive an "F" grade and may be required to repeat the externship if they:

- Fail to complete a minimum of 15 weeks or 600 hours of full-time work at a CIA-approved site,
- Work at an establishment that has not been approved for externship,
- Fail to submit satisfactory work in the form of their externship manual and support materials, or
- Are terminated from their externship or leave voluntarily. In addition to receiving an "F" grade, they will also be withdrawn from the CIA.

Any student who receives an "AW" or "F" while out on externship must complete a second externship before returning to campus for the first semester of the sophomore year. If a student returns for sophomore year first semester, submits his or her manual, and receives an "F" on the manual, then the student may complete that semester and repeat the course of Externship before advancing to the second semester of the sophomore year.

Students must make arrangements with Career Services and Student Financial and Registration Services if they need to make up a failed externship. The fee to make up the externship is \$150.

For completion of a second externship, students must complete a minimum of 15 weeks or 600 hours of full-time work at an approved CIA externship site. Students completing a second externship are required to choose a different approved externship location than where they went the first time. Successfully completing a second externship is a prerequisite for the second semester of the sophomore year. There is no grade period for the makeup of a second externship.

Returning from Externship

The Culinary Institute of America requires all students to return on their scheduled return date from externship. If you do not, you will be withdrawn. If the college grants a student permission to return on a different date, that selected date will be based on availability. Regardless of a student's return date, the externship manual is due on the date that was assigned at the point of registration for the course. Failure to submit the manual on the assigned due date will result in five points per day deduction, which could result in failure.

Extending the length of the externship period beyond the scheduled return date for the student's group may jeopardize the student's financial aid status and may adversely affect other aspects of his or her status in the fourth semester.

International Students

Per U.S. Department of Homeland Security regulations, international students with an F-1 visa must complete one full academic year (two terms) in order to be eligible to enter the course of Externship. Student Financial and Registration Services will verify that this requirement has been met. International students will need to provide a copy of their completed Training Agreement to the manager of international students in the CIA Admissions Department to have their I-20 form authorized, and then obtain a Social Security card.

International students seeking to complete their externship outside the United States should be aware that being outside the U.S. for more than five months will require a new visa application.

International students are encouraged to direct any questions regarding their F-1 visa status and their externship to the manager of international students.

Policy on Academic Progress

Academic Standards Committee

The Academic Standards Committee is responsible for reviewing and assessing student academic progress and upholding the college's academic standards and honesty policies. If a student is unable to maintain satisfactory academic progress or has exhibited academic dishonesty, the committee can impose sanctions including, but not limited to:

- Academic probation
- Suspension from the college
- Permanent dismissal from the college

Students are expected to maintain satisfactory academic progress and move efficiently through the program by passing all courses and assessments, and maintaining a minimum cumulative grade point average (GPA) of 1.75 at the end of the first semester and a 2.0 for all subsequent semesters. Student grades may be reviewed at any time. A student will not be considered making satisfactory academic progress and will be scheduled to meet with the Academic Standards Committee if he or she:

- Has a cumulative GPA below 1.75 at the end of the first semester of the associate degree program or the first nine weeks of a certificate program,
- Has a semester GPA below 2.0 for any subsequent semester,
- Has failed externship twice,
- Has been unable to successfully complete a semester within eight months,
- Is being reviewed for violation of the Policy on Academic Honesty, or
- Has extenuating circumstances that need to be reviewed by the committee.

Prior to meeting with the Academic Standards Committee, students will be required to provide a statement to the committee describing the reasons that contributed to poor academic performance.

If a student fails to appear before the Academic Standards Committee, the committee has the authority to proceed with the hearing and render a decision.

Academic Probation

Academic probation provides students with an opportunity to improve their academic standing while still enrolled in the program. Students who do not attain a 1.75 cumulative grade point average (GPA) at the end of the first semester (or in the first nine weeks of the certificate program) or do not attain a 2.0 cumulative GPA in subsequent semesters are placed on academic probation. Academic probation will be communicated in writing by the Registrar's Office or Education Department. Students on academic probation must meet with a member of the Learning Strategies Center/Library Learning Commons to address study skill issues. Students at the Singapore campus must meet with the managing director.

Academic Suspension

Academic suspension will be rendered if a student:

- Has been on academic probation during the last semester completed and is unable to maintain a GPA of 2.0 by the end of the current semester,
- Fails a course three times, or
- Does not satisfy other criteria deemed appropriate by the Academic Standards Committee.

While on academic probation, students will have their GPA audited every three weeks prior to the end of the semester. If a student's cumulative GPA is below 2.0 by the end of the semester of the academic probation, he or she will be suspended from classes for a minimum of 15 weeks.

Students will be required to submit a request for readmission to Student Financial and Registration Services a minimum of 60 days prior to a reentry date. Reentry dates will be based on space availability in the class or semester in which the student wants to return.

Recording

Suspensions or dismissal will be recorded on the student's transcript as a withdrawal.

Appeal

The decision of the Academic Standards Committee is final and therefore cannot be appealed.

Satisfactory Academic Progress for Financial Aid Eligibility

In order to maintain eligibility for financial aid, a student must maintain satisfactory academic progress, which is measured quantitatively and qualitatively each academic term.

Policy on Academic Honesty

At The Culinary Institute of America, students are expected to develop their own ideas and to consult research materials for their studies. The Policy on Academic Honesty identifies expected behaviors and the consequences of failure to adhere to the expected behavior. The college expects all students to adhere to this policy.

In this policy, the term "academic dishonesty" may refer to, but is not limited to, any of the following:

- **Cheating:** Using unauthorized materials to complete work (e.g., using another student's mise en place, copying off of a classmate's paper, crib notes, phone, electronic devices, etc.)
- **Purchase/Sale:** Using prepared materials from an organization or person whose business includes selling research papers, original papers, exams, or material to students for their use.
- **Misrepresentation:** Submitting material previously submitted to another instructor or course without the permission of the current instructor, or submitting materials that have already been submitted to the same instructor by someone else.
- **Plagiarism:** Copying from any source without giving credit; using original ideas, recipes, or research without giving credit; or working from another source without giving credit.
- **Fabrication:** Falsification of sources, citations, information, data, and/or other work that is evaluated by the instructor.
- **Other:** Stealing an exam or other materials from a faculty member. Intentionally destroying, altering, or obstructing another student's or faculty member's work, including another student's mise en place. Unauthorized student collaboration on project, papers, or other assignments. Signing in for another student.

This behavior, or assisting others in this behavior, is a serious violation of professional and academic standards at the CIA and will not be tolerated.

Violations

A faculty member who identifies an act of academic dishonesty will discuss such incident with the student.

- The faculty member will determine the consequences of a student's academic dishonesty. Possible outcomes are dependent on the type of academic dishonesty and the decision of the faculty member. Possible consequences include, but are not limited to, a rewrite of the assignment, an additional assignment, a failing grade on the assignment, failure of the class, and/or an appearance before the Academic Standards Committee.
- After any instance of academic dishonesty, if a faculty member finds a student's behavior to be particularly egregious, the faculty member may, in consultation with the appropriate associate dean or education director, recommend academic probation for the student.

In each case, the faculty member will inform the student in person and by letter, a copy of which will be sent to the education director, associate dean, and registrar.

Suspension or Dismissal

In cases of academic dishonesty where the faculty member wants to recommend suspension or dismissal, the faculty member shall consult with the appropriate associate dean or education director and shall recommend suspension or dismissal in writing to the appropriate college official within five working days (Monday through Friday, exclusive of holidays). The faculty member shall also inform the student in writing.

Academic Review

The individual records of students who are recommended by a faculty member for suspension or dismissal due to academic dishonesty will be reviewed by the Academic Standards Committee.

Students will be required to provide a statement or explanation of their situation as well as attend a meeting to review the circumstances surrounding the dishonest behavior. At that meeting, a decision will be made regarding whether the student will be suspended, be dismissed, or can continue at the college under specific conditions.

If the student fails to live up to these conditions, the student will be suspended for a minimum of one semester or dismissed from the college.

Recording

Suspensions or dismissal for academic dishonesty will be recorded on a student's official transcript as a withdrawal.

Appeal

The decision of the Academic Standards Committee is final; there is no appeal.

Grading

The college operates on a quality-point alpha grading system as follows:

Grade/ Symbol	Numeric Range	Quality Points
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A	95–100	4.00
A-	90–94	3.66
B+	87–89	3.33
B	84–86	3.00
B-	80–83	2.66
C+	77–79	2.33
C	74–76	2.00
C-	70–73	1.66
D	65–69	1.00
F	<65	0.00
P	N/A	0.00
HP	N/A	0.00
NS	N/A	0.00
AW	N/A	0.00
I	N/A	0.00
TC	N/A	0.00
AU	N/A	0.00
W	N/A	0.00
IP	N/A	0.00

At the end of each course, a student's grades will be posted on CIA Main Menu. If the student feels there has been a grading error, he or she should immediately contact the instructor, who may authorize a Grade Correction Form to correct the error.

Calculating a Grade Point Average (GPA)

The GPA is calculated by multiplying the credits earned by the grade points for each course separately to calculate the quality points. All the quality points are then added together, and the total is divided by credits earned, including credits for "F" grades that have not been repeated.

Example:

BUSM 245	1.5 credits—grade: B+
CULP-122	3.0 credits—grade: C
1.5 CREDITS x 3.33 (B+) =	4.995 QUALITY POINTS

3.0 CREDITS x 2.00 (C) = 6.00 QUALITY POINTS

4.5 TOTAL CREDITS = 10.995 TOTAL QUALITY POINTS

10.995 (TOTAL QUALITY POINTS) ÷ 4.5 (TOTAL CREDITS)

= 2.44 GPA

Grading Symbols

I Incomplete: This grade indicates a student hasn't completed all the course requirements. It may also indicate failure to master specific course competencies. Freshmen and sophomores must make up all course requirements before they can begin the next semester. Juniors and seniors must make individual arrangements with the associate dean for liberal arts before they can begin the next semester. If students do not complete the course by the specified date, they will automatically fail the course and be required to make up the entire course at the cost of full tuition.

W Withdrawal from the CIA: This grade doesn't include absences and isn't computed into the GPA.

AW Administrative Withdrawal: This symbol indicates that a student was granted an administrative withdrawal from the class by the Student Affairs Office. See Administrative Withdrawal/Dropping a Course for details. Absences are not shown, and there is no effect on the cumulative grade point average.

P Pass: Given for costing, cooking, wine and service, and baking and pastry practical exams and some pass-fail courses.

HP High Pass: Given for costing, cooking, wine and service, and baking and pastry practical examinations.

TC Transfer Credit: Denotes that credit for a course was transferred from another college.

NS No Show: Given only for costing, cooking, wine and service, and baking and pastry practical exams and externship prep seminars if a student never showed up to take them. Note: if a practical exam or externship prep seminar is missed for this reason, it is recorded as an absence.

NG No Grade: This grade is automatically given if a student is on a roster and the instructor fails to give a grade or if the student hasn't officially withdrawn from a course.

AU Audit: This symbol indicates that a student did not take the course for credit and the instructor of this course did not make an evaluation to issue a grade.

IP In Progress: This symbol indicates that grades have not been submitted and/or processed.

At the end of each course, the instructor will issue a grade. Clarification about the grade can be obtained by contacting the instructor immediately.

Repeating a Course

Students will be permitted to repeat classes they have previously failed or from which they have received an AW. Students will also be permitted to repeat a course they have failed twice. If the student successfully completes the course, the passing grade will be issued. The previous failure or failures remain on the student's transcript, but are not included in the calculation of his or her grade point average. If the repeated course is failed more than two times, the student must meet with an associate dean for permission to repeat the course a third time.

Students will be permitted to repeat classes for which they have previously earned a grade of "D" once. The previous "D" grade remains on the student's transcript, but is not included in the calculation of his or her grade point average. The higher grade will be calculated in the student's grade point average. Students repeating courses must consult with Student Financial and Registration Services to prevent scheduling conflicts and to review potential financial aid implications. Please review GPA and completion rate information under Satisfactory Academic Progress.

Problems with a Grade

Students who have a concern about a grade received in any class should follow this process:

1. Speak with the instructor of that particular class.
2. If the instructor is unable to satisfy the student's concern or to answer his or her questions fully, the student should submit his or her concerns in writing to the Grade Review Committee (or the Standards Committee at the California campus). The student's written statement must be received within three weeks of the date the instructor submits the grades. Grade review forms are available on CIA Main Menu.
3. The student will be invited to address the Grade Review Committee/Standards Committee to express his or her concerns. The committee will also review information provided by the instructor and will then decide what action to recommend to the instructor.
4. The decision of the instructor is final.

Problems with a Class

Students who have other concerns about a class should follow the process below:

1. Speak with the instructor of that particular class.
2. If the instructor is unable to resolve the problem or fully answer the student's questions, the student should make an appointment to see the associate dean or director responsible for that area.
3. If the problem is not resolved to the student's satisfaction, the student should make an appointment to see the appropriate academic dean or education director.
4. The decision of the academic dean, education director, or managing director (SG) is final.

Policy on Incomplete Grades

Incomplete grades shall be assigned by faculty members when a student has not yet completed the work for a course and the faculty member agrees to provide a student more time to finish the course. Students shall have no more than nine weeks from the end of the date of the course to submit any incomplete work to the faculty member. Students who do not finish their incomplete work in the period required will receive an "F" grade since an incomplete grade will be automatically converted to a failing grade nine weeks after the date of the end of the course.

In order to be eligible for an incomplete grade, a student must:

- Have already completed at least three quarters of the work in a course,
- Have a passing grade on the work already submitted in the course, and
- Sign an Incomplete Grade Agreement that indicates the remaining work to be done, the time frame to accomplish that work, and the consequences of not completing the work on time or in a quality manner.

The Incomplete Grade Agreement shall be signed by the student and faculty member and a copy shall be filed in the student's permanent file along with the class roster on which the grades are recorded.

Incomplete grades are not a substitute for an administrative withdrawal, which is granted by the associate vice president and dean of student affairs or the education director for a student's personal or medical circumstance. In addition, incomplete grades:

- Shall not be given for students who will fail the course due to absences,
- Cannot be used for a student retaking a final examination (with the exception of a score less than 75 on the National Restaurant Association ServSafe® certification exam), and
- Will not be included in the calculation of a student's grade point average (GPA).

Policy on Auditing Courses

In order to enable students to pursue topics of their interest and take courses that are not included in their degree or certificate program, students may audit degree or certificate courses under the following conditions:

- The student must be enrolled in a degree or certificate program,
- The course is not a required course in the student's degree or certificate program,
- There is room in the course,
- There are no scheduling conflicts,
- The course is normally offered by the college for credit,
- The faculty member has approved the request to audit the course, and
- The student has paid the audit fee before the class begins.

Externship is not eligible for audit. The auditing fee for any course shall be \$465.50 per credit.

Students who audit degree or certificate program courses are expected to attend all classes, but their work will not be evaluated and no record of their participation will be kept. Their transcripts will show that they have audited the course.

Students who want to audit courses must make payment and scheduling arrangements with Student Financial and Registration Services (NY), the registration manager (CA), the director of education (TX), or the managing director (SG).

Independent Study

Independent studies provide a unique opportunity for highly motivated students in the bachelor's degree programs to pursue a particular area of study under the guidance of a faculty member. The protocol for students who wish to create an independent study is as follows:

- Identify a research project and a faculty member with the appropriate expertise who is available to work with them.
- Write a formal proposal for their independent study that includes the following parts: description and rationale for the research project, three to five sources, and a timeline.
- The proposal needs to be approved by the faculty member and an associate dean no later than the first week of the semester in which the independent study will be done.
- The associate dean will give the final approval and notify the Registrar's Office.

Another option for students interested in pursuing an independent study is to enroll in the Honors Thesis Seminar (BPSE-415).

Professionalism, Uniform, and Hygiene Policy

Professionalism

As professionals at The Culinary Institute of America, we are constantly working to enhance the status of the hospitality industry. Students, faculty, staff, and alumni all share a common pride in their work, workplace, and appearance. We have all chosen the hospitality industry as our vocation. It is an ancient and respected profession. It takes many years of hard work, training, dedication, and tenacity to become a leader in this industry, but it takes only a few moments to dress, act, and think like a professional. The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry.

Professionals:

- refrain from abusive and foul language;
- speak and act without prejudice to race, color, creed, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation;
- demonstrate and adhere to ethical business practices, with due respect for customers and colleagues;
- promote understanding and respect for those alcoholic beverages used in the hospitality industry;
- refrain from the abuse of drugs and alcohol;
- treat all equipment and property with respect as if personal property;
- are polite and courteous to all visitors, peers, and colleagues;
- work with a positive attitude;
- dedicate themselves to learning;
- stay open-minded to the opinions of others;
- share knowledge with others;
- act reliably and dependably; and
- act with honesty and integrity in their interactions with all people.

Personal Hygiene

Every professional in the culinary field should be acutely aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times. In the early stages of your program, you are issued the ServSafe® textbook, which discusses personal hygiene in detail. It is the responsibility of all foodservice professionals to bathe or shower, practice oral hygiene, and use deodorant daily.

Food Safety and Kitchen Sanitation

The CIA has developed comprehensive food safety and sanitation programs. You are responsible for food safety and food preparation area sanitation as an integral part of your learning experience, and are expected to abide by the guidelines set forth in each food production area. You are expected to taste food in kitchens using tasting spoons. Eating is allowed only in designated dining areas. Drinking liquid from a closed container and away from the workstation is the only acceptable way to consume liquids in kitchens and classrooms.

Uniform Care

You are expected to wear your uniform with pride and make sure it is neat and clean at the start of each class. Sitting on the floor, the ground, or the stairs in your uniform is not acceptable. The maintenance of your appearance is a professional matter; therefore, you are responsible for laundering and ironing your own uniform. For students living on campus, laundry facilities are located in each residence hall for your convenience.

Alterations to your uniform are your responsibility. In the event uniforms do not fit properly, return them within five days of receiving them to Central Issuing in Roth Hall (NY), the Education Department (CA), or the Student Services Center (TX). New uniforms will be issued within five days.

The Student Dress Code

General

Promoting an environment where students learn to dress professionally is one of the ways in which the CIA helps its graduates achieve success. As such, the students, faculty, and administration of the college share the responsibility to maintain a Student Dress Code. While we present the code as a set of rules and requirements, we aspire to create a culture of enthusiastic cooperation and self-governance among the student body itself.

The Student Dress Code must be observed in all academic buildings on days, and during hours, that the campus is open for student and/or public access:

- Roth Hall, McCann Education Annex, East Wing, Colavita Center, Admissions Center, Marriott Pavilion (NY)
- Greystone main building, Williams Center for Flavor Discovery, and Rudd Center for Professional Wine Studies (CA)
- Teaching kitchens, lecture halls, and dining hall (TX)

The following are standards that are required when attending any class, or accessing any academic buildings:

- You must be clean-shaven, with sideburns not exceeding the middle of the ear for men. Beards are not permitted.
- Mustaches must be neatly trimmed and must not extend beyond the corner of the lips.
- Facial jewelry (including spacers, gauges, etc.), in eyebrows, eyelids, lips, tongue, upper ear, or nose, is not permitted, and covering (with bandages, etc.) jewelry in place, such as piercings, is not acceptable.
- Sheer or see-through clothing is not permitted.
- Colored or logo T-shirts are not permitted.
- Leather or denim clothing (of any color) is not permitted.
- Hats, other than CIA-issued chef's toques, are not to be worn.
- In all instances, hair must be of a natural color, groomed, and clean.
- Headphones are not acceptable in class, nor in hallways and public contact areas.
- No excessive makeup, cologne, aftershave, or detectable sprays and lotions.

Chef's Uniform

- CIA-issued cleaned and pressed chef's checkered pants of proper fit, neither pegged nor cuffed. Pants must be hemmed above the natural heel and below the ankle.
- CIA-issued cleaned and pressed white chef's jacket embroidered with your name. Sleeves of the chef's jacket may be folded only to the wrist, except in cases where practicality of the work being done requires otherwise.
- CIA-approved clean white neckerchief.
- CIA-issued clean white hat.
- CIA-issued cleaned and pressed apron.
- Black or white socks (only), which cover the ankle.
- One plain ring and one watch are the only jewelry permitted. A CIA-issued group leader or student government pin will be permitted on the right front collar of the uniform. In addition, veteran students are

permitted to wear a CIA-issued pin that indicates their branch of service alongside the American flag. This pin must be worn on the left front collar of the uniform.

- White undergarments are required for both men and women—colors or logos are not permitted.
- The breast pocket of the chef's jacket may only contain one clip-on pen, one clip-on thermometer, and notecards or a small notebook.
- Fingernails should be short, trimmed, clean, neat, and free of polish.
- For sanitation reasons, gloves, aprons, side towels, and hats are not worn during certain activities that might lead to contamination (i.e., going to the restroom, taking out the garbage), as well as in non-class activities such as entering or leaving academic buildings, or eating meals in student dining rooms.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- All students in culinary (including meat and fish fabrication) and baking classes must wear clean, polished, black, sturdy work shoes that provide support to stand and work for long hours. They must have a closed back, non-slip soles, and black laces (when applicable).
- Hair must be restrained above the collar in a professional manner, with solid white or black hair restraints, barrettes, or scrunchies.
- Anything not specified in this section may not be worn with the uniform. Uniforms must be complete and worn as designed.

Hospitality and Service Management Uniforms for Culinary Arts

- Clean and pressed white dress shirt.
- White undergarments are required for both men and women—colors or logos are not permitted.
- CIA-issued ties are required.
- CIA-issued pressed bistro apron and properly fitting CIA-issued black vest.
- Clean and pressed black skirt (no more than two inches above the knee) with hosiery for women, or trousers for women and men. Pants must be hemmed above the natural heel and below the ankle. No jeans, pants with grommets, or leggings. Pants should **not** be taper fitted, but have a flow of hemmed trousers/slacks.
- Plain flesh-colored or black hosiery (no prints or seams) with skirts for women.
- Plain black socks (above the ankle) with trousers for men and women.
- Clean, black, polished, leather, low-heeled dress shoes or closed-black clogs. Shoes must be slip-resistant.
- One plain ring and one watch are the only pieces of jewelry permitted. Spacers and gauges are **not** permitted. No facial/dermal piercings.
- Two black click pens (no logo), one de-crumber, and one corkscrew must be carried in the apron pocket.
- Fingernails must be short, trimmed, clean, neat, and free of polish.
- If pants have belt loops, a solid black belt is required.
- Hair must be restrained in a professional manner and off the face, with solid white or black hair restraints, barrettes, or scrunchies.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- No excessive makeup, cologne, aftershave, or detectable sprays and lotions.

Hospitality and Service Management Uniforms for Baking & Pastry Arts

- Clean and pressed café chef's jacket (NY and TX).
- Clean and pressed white long-sleeved shirt (CA).
- CIA-issued bistro apron.

- Clean and pressed black skirt with hosiery for women, or trousers for women and men. Pants must be hemmed above the natural heel and below the ankle. No jeans, pants with grommets, or leggings. Pants should **not** be taper fitted, but have a flow of hemmed trousers/slacks.
- White undergarments are required for both men and women—colors or logos are not permitted.
- Plain flesh-colored or black hosiery (no prints or seams) with skirts for women.
- One plain ring and one watch are the only jewelry permitted.
- Fingernails must be short, trimmed, clean, neat, and free of colored polish.
- Clean, black, polished, low-heeled dress shoes or closed-back clogs. Shoes must be slip-resistant.
- Hair must be restrained in a professional manner and off the face, with hair restraints or barrettes.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- No excessive makeup, cologne, aftershave, perfumes, or detectable sprays or lotions.

Student Maître d'Hôtel Uniform

- Traditional business suit, or jacket, tie, and trousers for men.
- Traditional business suit, dress, or skirt/blouse combination for women. No jeans, pants with grommets, or leggings. Pants should **not** be taper fitted, but have a flow of hemmed trousers/slacks.
- Clean and pressed dress-style shirts appropriate to the suit worn.
- Flesh-colored or dark hosiery/dark socks (that cover the ankle) only.
- Clean and polished dress shoes. Platform shoes and those with excessive heels (more than two inches) are unsafe and are not acceptable.
- Jewelry accessories permitted—one post or stud earring per earlobe, one necklace, one watch, one brooch/pin, one ring, and one bracelet. Leather and cloth jewelry are not permitted.

Liberal Arts and Business Management/Hospitality Classes: Freshman and Sophomore Years

- Students in all associate degree classes wear the required culinary arts, baking and pastry arts, or hospitality and service (NY and TX only) uniform.

Liberal Arts and Business Management/Hospitality Classes: Junior and Senior Years, and Accelerated Wine and Beverage Certificate Program

- Traditional business attire, such as suits, dresses, and sport coats, is recommended.
- Ironed or pressed pants or skirts may be worn. Skirts need to be no shorter than two inches above the knee. Pants must be hemmed or cuffed. No shorts or capri pants. Leggings worn under clothing are acceptable.
- Students are expected to dress neatly with clean and pressed shirts tucked in as appropriate. Turtlenecks and collared polo shirts are acceptable. T-shirts, or undershirts worn as outerwear, are not acceptable. Tops revealing bare shoulders, midriff, or cleavage are not permissible.
- A sweater, tie, or sport jacket may be worn along with a collared shirt or turtleneck.
- Shoes must be appropriate for wear at a professional business meeting. Sneakers, hiking sandals, shower shoes (flip-flops), or bedroom slippers, for example, are not acceptable. Platform shoes and those with excessive heels (more than two inches) are unsafe and unacceptable. Open-toe dress shoes for women may be

worn; however, due to health and safety codes, they are not allowed in kitchens at any time, so plan accordingly.

- Jewelry accessories are permitted; however, in the spirit of encouraging a professional environment, discretion is advised.
- No sheer or see-through clothing is permitted.

Guidelines for Graduation Dress

In recognition of the commitment to professionalism and hospitality, students are expected to wear the following at graduation:

Associate Degrees, Bachelor's Degree (Singapore), and Accelerated Culinary Arts Certificate Program

- Flesh-colored or dark hosiery/dark socks only.
- Clean and polished black dress shoes.
- Black trousers, or black knee-length skirts for women.
- CIA-issued, cleaned and pressed white graduation chef jacket buttoned to the top.
- CIA-issued clean, white paper hat.
- Hair must be a natural color, groomed, and clean. Hair colors such as green, blue, or pink, as well as outlandish hairstyles such as Mohawk cuts, are unacceptable.

Bachelor's Degrees, New York Campus

- CIA-issued black cap and gown.
- Flesh-colored or dark hosiery/dark socks only.
- Clean and polished black dress shoes.
- Hair must be a natural color, groomed, and clean. Hair colors such as green, blue, or pink, as well as outlandish hairstyles such as Mohawk cuts, are unacceptable.

Accelerated Wine and Beverage Certificate Program

- Traditional business suit or jacket, tie, and trousers for men.
- Traditional business suit, dress, or skirt/blouse combination for women.
- Clean and pressed dress-style shirts appropriate to the suit worn.
- Flesh-colored or dark hosiery/dark socks only.
- Clean and polished dress shoes.
- Hair must be a natural color, groomed, and clean. Hair colors such as green, blue, or pink, as well as outlandish hairstyles such as Mohawk cuts, are unacceptable.

Additional Considerations

- Outerwear (sweaters, coats, hoodies, and sweatshirts) may not be worn into the kitchens or bakeshops. Please use the lockers provided to store these items.

- Students with injuries that require casts, crutches, slings or other aids for temporary conditions that significantly impair mobility cannot take culinary, baking, or table service courses. Student Financial and Registration Services or the Education Office will make every effort to place the student in an appropriate business management course.
- Students with hand cuts and lacerations must obtain clearance from the Health Services Office (NY), a JobCare official or a personal physician—with clearance verified by the student affairs manager (CA), or the director of education (TX) to attend kitchen and bakeshop classes.
- For the fish butchery room, white turtlenecks or white thermal shirts may be worn without a neckerchief. This is the only area that this substitution may be made.
- White cotton headbands may be worn in hot weather. However, no portion of the headband should be visible under the chef's hat, and the headband must be removed when the chef's hat is removed.

Students at the U.S. campuses who have a physical impairment as defined by section 504 of the Rehabilitation Act of 1973 or Americans with Disabilities Act of 1990, or who, because of religious beliefs/customs included in title VI of the Civil Rights Act of 1964 (amended by the Equal Employment Opportunity Act of 1972) are unable to shave facial hair as described above should submit appropriate documentation in writing for a variance to the associate vice president and dean of student affairs (NY), Learning Strategies Center administrator (CA), or director of education (TX). Exceptions to this code must be verified by a letter from the school official named prior and must be carried on the student's person at all times.

Penalties for Non-Compliance

While students are in academic buildings on days campus is open, the uniform and dress code must be adhered to, and will be enforced. Students need to be in proper attire to be admitted to the dining rooms or self-service meal lines. The penalties for non-compliance with the dress code are consistent for all classes at the CIA:

- Of the student's final grade, 10% will be for Professionalism, Uniform, and Hygiene. The professor will assess each violation of the policy while students are in the class.
- Students risk the possibility of having demerits issued.
- Students who are non-compliant will be dismissed from class to make the needed corrections.

Students can avoid these penalties by demonstrating professionalism in all they do.

Privacy of Education Records

U.S. Campuses

The Family Educational Rights and Privacy Act ("FERPA") is a U.S. federal law that protects the privacy of student education records and gives students who reach the age of 18 or attend a postsecondary institution the right to inspect and review their own education records.

FERPA grants students at the U.S. campuses the following rights with respect to education records:

1. **The right to inspect and review his or her education records.** A student may inspect and review his or her education records after submitting a written request to the school official responsible for the record. The school official will make arrangements for access and notify the student of the time and place where the education records may be inspected within 45 days of receiving such written request.
1. **The right to request an amendment of his or her education records that he or she may believe are inaccurate, misleading, or otherwise in violation of his or her privacy.** A student may ask a school official to amend a record that he or she believes is inaccurate, misleading, or otherwise in violation of his or her privacy. The student must provide the appropriate school official with a written statement clearly identifying

the part of the education record he or she would like changed, and specify why it is inaccurate, misleading, or otherwise in violation of his or her privacy. The school official who receives the request for amendment must decide within a reasonable period whether corrective action consistent with the student's request will be taken. The CIA may either amend the education record or decide not to amend the education record. If the school decides not to amend the education record, the appropriate school official will notify the student of the decision and advise the student of the right to a hearing to challenge the information.

1. **The right to consent to disclosure of personally identifiable information contained in his or her education records.** The CIA does not release information from a student's education records without the student's written consent unless such disclosure is permitted under FERPA as discussed fully in The Culinary Institute of America's FERPA Policy, which can be found on the CIA Main Menu web portal under the Policies tab at <https://ciamainmenu.culinary.edu/student-services/sfrs>.

One of the permitted exceptions to the consent to disclosure requirement is to a CIA school official with a legitimate educational interest.

A school official is a person in an administrative, a supervisory, an academic, or a support staff position, or a law enforcement official employed by the CIA; a trustee; a person or company under contract to or acting as an agent for the CIA to provide a service instead of using CIA employees or officials, such as an attorney, an auditor, a consultant or a collection agent; or a student serving on an official committee or assisting a school official in performing his or her task. A school official is deemed to have a legitimate educational interest when the information requested is necessary for that school official to (a) perform appropriate tasks that are specified in his or her position description or by a contract agreement; (b) perform a task related to the student's education; (c) perform a task related to the discipline of the student; or (d) provide a service or benefit relating to the student or the student's family such as health care, counseling, job placement, or financial aid.

1. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CIA to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Please note: In accordance with FERPA, the CIA may disclose at its discretion the following directory information without the student's consent: name, permanent address, campus box number, dates of attendance, degrees and/or certificates received with date, campus e-mail address, photographs, academic program, awards or honors, or enrollment status. A student may opt out of disclosure of directory information by completing the Request to Prevent Disclosure of Directory Information in the Student Financial and Registration Services Office or on the student portal within two weeks of their start date at the CIA.

All questions in reference to FERPA should be directed to the registrar.

Singapore Campus

The CIA Singapore protects the privacy of student education records and gives students who reach the age 18 or attend a postsecondary institution the right to inspect and review their own education records.

Please note that the college's contract with the Singapore Institute of Technology, our partner university, requires that the CIA provide student transcripts to SIT for Singapore Ministry of Education records.

Students are required to sign on the Student Undertaking Form that they consent to the storage and transmission of their personal information by SIT and the CIA Singapore internally within SIT and the CIA Singapore and mutually between SIT and the CIA Singapore for the purpose of the delivery of the degree program. SIT seeks the student's consent before disseminating his or her information to an outside party (e.g., a sponsoring company).

Privacy of Application Records

In accordance with the Family Educational Rights and Privacy Act, the CIA does not release confidential academic and personal information, except under conditions permitted by law, without a student's written permission.

Applicants to the CIA who are not yet enrolled and in attendance may not waive the confidentiality of their records. This means applicants may not inspect, review, or photocopy any material submitted to the college for consideration, including letters of reference, official transcripts, employment evaluations, and interview and test results, until after they are accepted and enrolled at the CIA. At that time, students will have access to the material in the permanent file in accordance with stated policy, copies of which are available in the Registrar's Office.

The CIA does not return any materials sent as part of the admission review process. Applicants should not submit original diplomas and certificates, as they will not be returned.

Transcripts

Students are encouraged to keep a personal record of their grades. Official transcripts, bearing the CIA seal and authorized signatures, will be sent at the student's request to prospective employers or to a college where the student has applied for admission. Transcripts are issued from the Registrar's Office after the student submits a written or online request. There is a fee for official transcripts. Official transcripts will not be issued to students or former students with outstanding financial obligations.

Degree and Certificate Eligibility

A student who has successfully completed all courses, maintained the minimum cumulative grade point average of 2.0 required for graduation, met all attendance requirements, and does not have pending judicial or other disciplinary charges or any financial obligation to the CIA will be considered a student in good standing and an eligible candidate for his or her earned degree or certificate.

Policy on Graduation Participation

The Registrar's Office conducts graduation audits and is responsible for certifying that every student is eligible to participate in graduation. For the associate degree graduation, this audit will be conducted during the second semester of the sophomore year. For the bachelor's degree graduation, the audit will be conducted during the second semester of the senior year. For graduation from the certificate programs, the audit will be conducted during the second semester of the program.

Students are expected to complete all program requirements with a minimum GPA of 2.0 for graduation. Students will be permitted to walk in the graduation ceremony with six credits outstanding as long as the student is registered in the subsequent semester and has arranged a method of payment. Students should confer with the Registrar's Office and Student Financial and Registration Services for approval.

Students will be acknowledged by their proper names during the ceremony and in the graduation program. Participation in the graduation ceremony is not verification that a student has met all of the academic requirements and has earned the degree or certificate—all requirements must be completed satisfactorily.

Upon final review, once all grades have been submitted, library books returned, outstanding fees and charges paid, and/or outstanding disciplinary actions resolved, diplomas will be distributed.

Commencement Awards

Qualified students will be recognized at the graduation ceremony with awards to honor their academic achievement and distinguished service. Graduation awards are specific to the student's program and location where they are enrolled; a list of can be found in the *Student Handbook* for each campus.

Academic Honors

Academic honors will be awarded to students who have earned their degrees and have attained commendable cumulative grade point averages at the CIA. Those students anticipated to receive honors are recognized in the graduation ceremony program. Notations will be made on the diploma once all grades and cumulative GPAs have been verified.

Bachelor's Degrees

Summa Cum Laude (with highest honor): 3.80 or higher GPA

Magna Cum Laude (with high honor): 3.60 to 3.79 GPA

Cum Laude (with honor): 3.40 to 3.59 GPA

Associate Degrees

High Honors: 3.75 or higher GPA

Honors: 3.50 to 3.74 GPA

Perfect Attendance

Students who have a perfect attendance record at the completion of their program (associate or associate/bachelor's) will receive a certificate of merit along with a notation on their diploma.

Collaborative Degree Program

The Culinary Institute of America and the Cornell School of Hotel Administration, recognized as the leading educational innovators in service and hospitality management, have formed an alliance to offer a collaborative degree program for students with a passion for the culinary arts and hospitality operations. After earning their AOS or AAS at the CIA, students can transfer to Cornell and complete their Bachelor of Science (BS) from the Cornell School of Hotel Administration in four to five semesters. This unique opportunity allows CIA students to explore topics such as advanced restaurant management, revenue management, design and development, and restaurant entrepreneurship, as well as foodservice in hotels, resorts, spas, stadiums, institutions, and other settings.

Students may be accepted into the program after completing their associate degree program at the CIA. They must complete the Cornell transfer application requirements and interview with the Cornell School of Hotel Administration for consideration. In a predefined program, students pursuing an AOS or AAS in culinary arts or baking and pastry arts may be awarded up to 50 transfer credits.

To learn more, visit www.shacia.org or www.hotelschool.cornell.edu, or e-mail ha-cia_alliance@cornell.edu.

Policy on Transfers between Campuses

In some instances, a currently enrolled associate degree student may seek a transfer of studies to a different CIA campus in the U.S. The following policy has been established so that each case may be considered on an individual basis.

The student must submit a written request for transfer to the appropriate department at the target campus that includes a full explanation as to why the transfer is necessary. For transfers to the California campus, the student should contact the assistant director of student services; for transfers to New York, Student Financial and Registration Services; and for transfers to Texas, the director of education. As part of this written request, the student will provide a personal plan identifying dates for the transfer request and how he or she intends to maintain their academic progress through the process.

The written request will be reviewed and given consideration based on the following conditions:

- Space is available at the target campus,
- The student has completed at least one semester of study, and at least one semester of study remains prior to anticipated graduation,
- The student must have a cumulative grade point average of at least 2.0,
- The student's learning track will not be interrupted in a way that will interfere with his or her academic progress,
- The student will be responsible for any makeup and re-registration fees,
- The student does not have any unresolved probationary or disciplinary issues, and
- The student is in good financial standing.

A student is allowed only one transfer opportunity during his or her degree pursuit. The student may not retake any class in which he or she has previously received a final grade according to Repeating a Course. Attendance records will carry over from one campus to the other and will be considered along with academic progress.

A student who has withdrawn or who is on a leave of absence may also be considered for transfer to another campus if the request is made within one year of the original leave.

Once all criteria are reviewed, the student will be notified of the transfer decision by the associate director of student services at the California campus, Student Financial and Registration Services in New York, or the director of education in Texas.

Statement of Academic Freedom

Faculty members shall be free to teach course information without regard to censorship or any other artificial restraints on free inquiry and learning. Faculty members shall be restricted to dealing with course materials in the classroom environment and shall not use the classroom as a basis for the transmission of information outside of their assigned courses. They shall, however, be free to discuss any controversial issues dealing with their courses without the fear of reprisal, provided the discussions are related to subjects taught.

The CIA has developed standard course materials that faculty members are expected to teach. Faculty members are encouraged to present individual views and alternative materials as a means of supplementing, but not replacing, that standard course material.

Academic freedom in the CIA shall not be deemed to permit or condone denigration or demeaning criticisms of other faculty members, staff members, students, the CIA, its programs, or the foodservice and hospitality industry.

Freedom of individual conscience, association, and expression shall be encouraged and fairness of procedure shall be observed both to safeguard legitimate interests of the CIA and to exhibit by appropriate example the basic objectives of a democratic society.

Web-Based Learning

The college employs Moodle as its web-based course management system. The CIA Moodle environment can be easily accessed by students and faculty both on and off campus using a wide range of web-enabled devices. The use of Moodle as a web-based learning tool provides on-demand, online access to all posted course guides, recipe manuals, syllabi, assessment rubrics, lecture notes, presentations, course documents, and other curricular support materials. Students can read and study the course material directly online and/or download, save and/or print all or selected portions of these materials.

The system also gives students the ability to use the web to access other pertinent resources, including the CIA's Digital Video Library, various online learning tools, external websites, and a wide assortment of educational media. In addition, the use of Moodle ensures that faculty and students are able to take advantage of a number of enhanced features, including discussion forums, interactive glossaries, WebEx video discussions, lecture capture, wiki spaces, tools for digital storytelling, workspaces for online collaboration through group work, and assorted multimedia projects, to name just a few.

Moodle has been tested for issues of accessibility as well, and the college is pleased to be able to provide associated, assistive technology solutions for students in need of additional study/learning support through close partnership with the CIA Learning Strategies Center/Library Learning Commons and the wider Moodle community.

The Moodle course management system is just one of many online applications available to enrich our students' educational experience. For information on other web-based resources and capabilities, please see Technology on Campus for Students.

Policies

The policies described here and outlined in the *Student Handbook* specific to the student's campus have been established to enhance each student's overall educational and social experience at the CIA.

About This Catalog

This catalog does not constitute a contract between the college and its students on either a collective or individual basis. An enrollment agreement, signed by the student, constitutes a contract between the CIA and that student.

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered.

Changes in policies or programs will be provided as an addendum to the catalog on the CIA website in August and December.

The information contained in this catalog is true and correct to the best of the college's knowledge.

Statement on Campus Climate

The Culinary Institute of America, with its international faculty and emphasis on cuisines from around the world, values the diversity of its students and is committed to providing an encouraging campus and classroom atmosphere that inspires the participation of all students. The college celebrates the differences students, faculty, and staff bring to the campus. Only with this diversity of knowledge and people can we effectively address the challenges of an increasingly multicultural society and the ever-growing foodservice and hospitality industry.

It is the responsibility of faculty and staff members to review their classroom and campus behaviors, and those of any staff they supervise, to ensure students are encouraged, valued, and receive equitable treatment and evaluation regardless of individual differences.

Student Code of Conduct

Students are responsible for becoming familiar with the CIA's policies and regulations governing student life. The Student Code of Conduct promotes the necessary order, safety, and security of the CIA community and safeguards the individual and collective rights of everyone on campus. Actions by individuals or groups that interfere with the orderly functions of the college or actions that endanger any member of the community will not be tolerated. Individual expression, rights, and privacy are respected and valued; however, students are expected to conduct themselves in adherence to the policies described in their *Student Handbook*.

Student Responsibility

The Culinary Institute of America provides a realistic learning environment for each of its students. Students will be required to participate in a variety of "hands-on" experiences on and off campus, consistent with training in the culinary arts, baking and pastry arts, or food and beverage field. All CIA students assume the risks and responsibilities inherent in the educational process.

Observation and application experiences may at times involve dangers and hazards to which professionals in the foodservice field are exposed. The CIA assumes no responsibility for any of these risks. However, we do attempt to provide a safe environment and to instruct students in safe practices and procedures. None of us are immune to injury in the course of our daily lives, work, or field of study, so students should conduct themselves with due and reasonable care in their actions.

If a particular educational experience is a course, degree, or certificate requirement, or a voluntary extracurricular activity, students must decide whether or not to participate and expose themselves to its possible hazards. If a student chooses not to participate in a required activity, however, he or she may fail to satisfy the course, degree, or certificate requirements. Students may wish to discuss the risks noted above with the faculty or staff supervisor of the activity in which they are participating.

Student Concerns

Many times when students have a concern, they can resolve it on their own by speaking with the party involved. If, however, after speaking with the student or employee about his or her concern, a student does not feel the matter is addressed, or if a student is concerned about an administrative process or procedure, he or she may see the following college officials:

Civil Rights Concerns

Refer to the full text of the Harassment, Sexual Misconduct, and Discrimination Policy on the Consumer Information page at www.ciachef.edu/consumer-information. (All U.S. campuses)

Curriculum and Faculty Concerns

- Deans—Education (NY and CA)
- Director—Education (TX)
- Managing Director (SG)

Financial Concerns

- Director—Student Financial and Registration Services in Hyde Park, NY (All U.S. campuses)
- SIT (SG)

Registration and Course Scheduling Concerns

- Student Financial and Registration Services in Hyde Park, NY (All U.S. campuses)
- Registration Manager or Assistant Director—Student Services (CA)
- Student Services Manager (TX)
- Managing Director (SG)

Residence Life Concerns

- Associate Dean—Residence Life (NY)
- Director—Residence Life or Assistant Director—Student Life (CA)

General Student Concerns

- Associate Vice President and Dean—Student Affairs in Hyde Park, NY (All U.S. campuses)
- Associate Dean—Students (NY)
- Director—Education, Director-Education Support, or Assistant Director—Student Life (CA)
- Director—Education (TX)
- Managing Director (SG)

For information on the Program Integrity Rule, see below or visit the Consumer Information page at www.ciachef.edu/consumer-information.

Student Complaint Policy

Any currently enrolled or former student of The Culinary Institute of America (CIA) who believes that an action by the college is in violation of one of its formal policies or procedures may file a complaint in accordance with this policy. The CIA's Student Complaint Policy provides a process for the fair and reliable filing, tracking, and review of a student complaint.

A currently enrolled or former student must seek an informal resolution to his or her concern first by speaking with the policy owner or the appropriate CIA administrator before filing a formal complaint.

Texas Campus—Notice from the Texas Higher Education Coordinating Board

Overview

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110–1.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that the THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to Submit a Student Complaint

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with the THECB by sending the required forms either by electronic mail to StudentComplaints@thehb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Facsimile transmissions of the forms are not accepted.

All submitted complaints must include: a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form.

Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are set forth below, under "Links."

The following forms are required to start the complaint process:

- THECB Student Complaint Form—required
- FERPA Consent and Release Form—required
- THECB Consent and Agreement Form—required
- Authorization to Disclose Medical Record Information—required only if a disability is alleged.

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within six months of discovering the grounds for complaint, unless the cause of the

delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Links

Go to the following link for THECB's Student Complaint page:

<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

Go to the following link to review Title 19 of the Texas Administrative Code, Section 1.110–1.120.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&sch=E&rl=Y)

Notice from the Texas Workforce Commission

In accordance with the Texas Workforce Commission's (TWC) Career Schools and Colleges requirements governing all licensed schools, The Culinary Institute of America is providing students in the degree programs at the San Antonio campus the following notice regarding TWC's Student Complaint, Cancellation, and Refund Policies.

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S2775.

The school's programs are approved by TWC. The degree programs are authorized by the Texas Higher Education Coordinating Board. The school is also accredited by the Middle States Commission on Higher Education.

Students must address their concerns about this school or any of its educational programs by following the grievance policy outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform the director—education at the San Antonio campus.

Students dissatisfied with this school's response to their complaint, or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges website at <http://csc.twc.state.tx.us/>. In accordance with the Texas Higher Education Coordinating Board (THECB), The Culinary Institute of America provides students in the degree programs at the San Antonio campus the following notice regarding the THECB's Student Complaint procedures.

Harassment-Free Campus Statement

The CIA is committed to providing a campus environment free of harassment. The Harassment-Free Campus Statement can be found on the Consumer Information page at www.ciachef.edu/consumer-information.

Harassment, Sexual Misconduct, and Discrimination Policy

The Culinary Institute of America (CIA) is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of **harassment** (which includes sexual misconduct and sexual harassment) or **discrimination**; all are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Culinary Institute of America prohibits harassment against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin, or any protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

Members of the CIA community, guests, and visitors who believe that they have been or are being subjected to a form of harassment are strongly urged to use the resolution procedures described in this policy.

The Culinary Institute of America's Harassment, Sexual Misconduct, and Discrimination Policy is consistent with Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Genetic Information Non-Discrimination Act of 2008, and other applicable state or federal law. In some instances, this policy will be amended to extend beyond federal protections when state laws or statutes (such as California's Leonard's Law) provide compelling reasons to do so.

Complaint and Grievance Procedure

This procedure is applied to all civil rights grievances and discrimination complaints, especially those governed by Title IX and other state and federal laws. The Complaint and Grievance Procedure is outlined in the Harassment, Sexual Misconduct, and Discrimination Policy, and can be read **in its entirety** at www.ciachef.edu/consumer-information on the Consumer Information page.

Program Integrity Rule

The Program Integrity Rule is a regulation of the U.S. Department of Education intended to improve the integrity of all programs authorized under Title IV of the Higher Education Act. All colleges and universities approved to offer postsecondary education in any state are required to provide consumers access to a complaint process addressing the following:

- Alleged violations of state consumer protection laws that include but are not limited to fraud and false advertising
- Alleged violations of state laws/rules relating to the licensure of postsecondary institutions
- Complaints relating to the quality of education or other state accreditation requirements

The Culinary Institute of America, an institution approved to offer postsecondary education in New York, California, and Texas, is committed to program integrity. A student who has concerns surrounding alleged violations of state consumer protection laws including but not limited to fraud and false advertising; violations of State laws/rules relating to the licensure of postsecondary institutions; and/or complaints about the quality of education or other state accreditation requirements should speak with one of the following college officials:

- Vice President—Academic Degree Programs (All U.S. campuses)
- Director—Education (CA)
- Director—Education (TX)

If the student does not believe that the concerns regarding the Program Integrity Rule have been resolved adequately, the following independent agencies should be contacted:

New York Campus

New York Office of College and University Evaluation
EBA Room 969
89 Washington Avenue
Albany, NY 12234
<http://www.highered.nysed.gov/ocue/spr/documents/COMPLAINTFORM.pdf>

To report consumer fraud:

New York Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza—Suite 2101
Albany, NY 12223-1556

California Campus

Department of Consumer Affairs
Consumer Information Division
1625 North Market Boulevard, Suite N 112
Sacramento, CA 95834
Phone: 1-800-952-5210
http://www.dca.ca.gov/about_dca/contactus.shtml

Texas Campus

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX, 78778-0001
Phone: 512-936-3100
<http://csc.twc.state.tx.us>

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788
E-mail: StudentComplaints@theeb.state.tx.us

Alcohol and Drugs

The Culinary Institute of America is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances.

The CIA prohibits:

- The unlawful use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any non-prescription drugs or controlled substances on its owned, operated, or controlled property or any other location,
- Possession of drug paraphernalia,
- The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages,
- Unlawful behaviors involving alcohol, drugs, or controlled substances including, but not limited to, underage drinking, public intoxication that impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, or using false identification,
- The unlawful use, purchase, and distribution of medication including, but not limited to, prescription and over-the-counter medications,
- The reckless or intentional a) acts that endanger mental or physical health, or b) conduct that creates a substantial risk of injury, to a person in the course of initiation or affiliation with any organization, club, or institution, and
- Any activities involving the forced consumption of alcohol or drugs, including activities encouraging consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time.

The CIA imposes sanctions for illegal alcohol or drug use and violation of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

The full Alcohol and Drug Policies may be found in the *Student Handbook*.

Student Handbook

Students at the U.S. campuses will receive the *Student Handbook*, a guide to campus life, during the orientation process. These handy guides—specific to each campus—explain CIA rules and cover services and activities. The handbook is available through the office of the associate vice president and dean of student affairs at the New York campus; the office of the student affairs manager at the California campus; and the office of the director of education at the Texas campus.

The handbooks for each campus can also be found on the Consumer Information page of the CIA website: www.ciachef.edu/consumer-information.

Student Life and Services

The Culinary Institute of America strives to provide a quality of life at each of our diverse campuses that helps students grow both personally and professionally.

Except where noted otherwise, the information in this section pertains to the CIA's **three U.S. campuses only**. All student services at the CIA Singapore are provided by its partner university, the Singapore Institute of Technology, and more information about these services can be found at www.singaporetech.edu.sg.

Residence Halls

The CIA offers on-campus housing at its Hyde Park, NY and St. Helena, CA campuses.

New, first-time students are guaranteed assignment to a residence hall provided the college has received their housing application at least 30 days prior to their entry date. The housing application is included in the registration packet sent to students following their admission to the college. Students may either mail in the completed housing application or complete and submit it via the CIA's website. Please note that there are no on-campus accommodations for married couples. The college reserves the right to close the residence halls and require students to vacate the halls during school vacation periods.

New York Campus

The college maintains on-campus residential facilities, providing housing for more than 1,700 students. Four residence halls, six Adirondack-style lodges, and 20 townhouses help meet student demand for housing on campus, and the college's goal of providing accommodations for all students requesting housing.

Occupancy in all residence halls is primarily double occupancy, and priority for housing choice is generally assigned according to class seniority. On-campus housing is a privilege, and students are expected to adhere to college behavioral standards and be cooperative members of the residential community.

The pricing of campus housing for each semester varies with the type of accommodation, but includes all utilities, cable TV access, laundry facilities, and wireless Internet. There are no large security deposits required. All rooms are furnished with a desk, chair, dresser, wardrobe or closet, and bed for each student. Rooms are also air-conditioned.

Additional amenities in the residence halls include common lounges, free laundry facilities, computer rooms with equipment and Internet access provided, and kitchen facilities for student use. Trained full-time professionals and part-time paraprofessionals reside in each residence hall, and provide supervision, guidance, and activities for residential students.

California Campus

The CIA at Greystone maintains residential facilities that provide housing for approximately 130 students, both on campus in the Guest House, and at the Vineyard Lodge Housing Center. Vineyard Lodge II, one of two residence halls at the Center, holds LEED (Leadership in Energy and Environmental Design) Gold certification from the U.S. Green Building Council, offering students the chance to live in—and learn from living in—an environmentally conscious facility.

Occupancy in the residence halls include single-, double-, triple-, or quadruple-occupancy rooms with private or shared bath. Residential housing is a privilege, and students are expected to adhere to college behavioral standards and be cooperative members of the residential community.

The pricing of campus housing for each semester varies with the type of accommodation, but includes all utilities (including air conditioning), cable TV access, limited local phone service, and wireless Internet connections. Amenities also include card-operated laundry and a common area with televisions and game equipment. There are no security deposits required. All rooms are furnished with a desk, chair, dresser, wardrobe or closet, television, and bed for each student. Each room will have linen and limited housekeeping service provided on a weekly basis. All residence halls are non-smoking facilities.

Additional amenities include a fitness room in Vineyard Lodge II, kitchens for student use in both lodges, and an outdoor patio with grilling area at the Vineyard Lodge Housing Center. Resident assistants reside in all three housing facilities to provide supervision, guidance, and activities for residential students. Full-time security is provided by the Office of Safety and Security.

Students interested in off-campus housing should visit the college's website at www.ciachef.edu/ca-off-campus-housing for a listing of current rentals. The CIA offers this listing only as an information service to incoming students and therefore cannot be responsible for rental conditions or negotiations with landlords.

Personal Counseling and Mental Health Resources

Personal difficulties and emotional stress can affect a student's quality of life and ability to succeed. Speaking with a trained, objective professional can increase self-awareness and help students build better coping strategies.

Students who are already under the care of a psychiatrist and/or therapist may want to transfer their care to local resources in order to have appropriate support during their time at the CIA. Services vary depending on the campus the student is attending, as follows:

New York Campus

The Counseling and Psychological Services (CAPS) Office provides confidential personal counseling to CIA students at the Hyde Park campus free of charge. Services include individual counseling or "talk therapy," crisis intervention, support, and educational programs. The office also provides referrals to specialized services off campus, including psychiatry.

The office is accredited by the International Association of Counseling Services (IACS) and staffed by licensed therapists who can assist students with personal, social, emotional, and substance-related concerns. Examples of concerns students bring to counseling are adjusting to college, relationship matters, lack of confidence, stress, anxiety, and depression.

The mission of the CAPS Office is to help students succeed at the CIA. They know the fast pace of student schedules and offer solution-focused interventions—such as cognitive-behavioral therapy—that can be beneficial.

Therapists abide by federal and New York State laws and professional ethics to ensure students' personal information is protected. CAPS visits are not part of a student's academic record.

Telephone consultations, to plan for a student's support needs, are available for students and parents prior to arriving on campus. Call 845-905-4241 to schedule a consultation.

California Campus

The CIA at Greystone has a full-time, licensed therapist who can assist students with personal difficulties and provide referrals to more comprehensive resources, such as psychiatric care, off campus. Therapy on campus is provided free of charge to currently enrolled students. Students should call 707-967-2443 and leave a confidential voicemail message with their name, a phone number where they can be reached, and preferred days and times for an appointment. The therapist is on campus Monday through Friday from 8:30 a.m. until 5 p.m. when the college is in session.

Students who are experiencing a mental health crisis should contact Napa County Mental Health at 707-253-4711, 24 hours a day. In case of an emergency, students may also proceed to the emergency room at St. Helena Hospital for an evaluation.

Texas Campus

CIA San Antonio students should check with their insurance provider for a list of therapists and/or psychiatrists in Bexar County who accept their insurance.

Students who are experiencing a mental health crisis should contact Bexar County Mental Health, which can be reached at 210-207-2581, 24 hours a day.

Health Services

Insurance

The CIA does not provide students with health insurance.

Personal Health Resources

Students with insurance should check with their insurance provider for a list of physicians or care providers in the county where they will be attending the CIA who accept the insurance. Students who need medical insurance can go to the Health Insurance Marketplace in their permanent state of residence to get coverage.

Student Health Services

New York Campus

The CIA provides the services of a registered nurse for illness, injuries, vaccinations, and health education at the Hyde Park campus from 7 a.m. to 8:45 p.m. on weekdays when classes are in session. After hours, the Nurse Response Assistance line is available from 9 p.m. to 7 a.m. weekdays, and 24 hours on Saturdays, Sundays, days with no classes, and some holidays. A nurse practitioner is available twice weekly at a nominal fee. The cost of prescriptions, off-campus doctors, emergency room visits, and hospitalization is the student's responsibility.

California Campus

The CIA at Greystone does not provide on-campus medical services. Care is provided through off-campus practitioners; referrals can be provided upon request. In emergency situations, students should contact the Office of Safety and Security. Injured students are reviewed by the Office of Safety and Security and then given first aid or transported to JobCare at St. Helena Hospital, which is located at 10 Woodland Hill (approximately five minutes from campus).

Texas Campus

The CIA, San Antonio does not provide on-campus medical services. Care is provided through off-campus practitioners. The director of education can assist with local referrals to primary care facilities, some of which are within walking distance of the college.

Student Organizations

There are several student-run organizations on all three U.S. campuses, many that feature activities and co-curricular programs designed by students. Meeting schedules and activities vary. Students should stop by or call the Student Recreation Center (New York campus) or refer to their campus's page on CIA Main Menu (student web portal) for more information.

Student Government Association

New York Campus

All students at the Hyde Park campus in good standing are members of the Student Government Association. The Association is governed by an Executive Board elected by the student body. Biweekly Student Government Association meetings are held.

California Campus

All students at the California campus are represented by elected group leaders as a form of student government. Group leaders are volunteers chosen by each cohort of students to hold positions of leadership within the student body. Group leaders meet each month with key members of campus administration to share student comments about campus life for discussion and resolution. Students are encouraged to communicate with their group leader about these important meetings.

Recreation Center/Student Activities

New York Campus

At the CIA, there is plenty to do outside of the classroom. Students can enjoy nearby Catskill and Berkshire ski areas, local golf courses, parks, and New York City museums and theaters. In addition, the Office of Student Activities, housed in the Recreation Center, sponsors a variety of entertainment and leisure activities. These include dances, comedy nights, films, special seasonal events, cooking competitions, and outdoor excursions such as hiking, ziplining, and whitewater rafting.

Located behind Rosenthal Hall overlooking the Hudson River, the recently expanded Recreation Center includes a gymnasium with two official-size basketball or volleyball courts, a 1/11-mile running track, two racquetball courts, a group exercise room, a free-weight room, a fitness center, a new cardio fitness room, student and faculty/staff locker rooms, saunas, Student Government Association and campus newspaper offices, a six-lane swimming pool, a banquet kitchen, and lounges. CIA students can join intramural leagues or competitions in basketball, tennis, softball, flag football, racquetball, dodgeball, floor hockey, and volleyball.

To help students stay in shape throughout the year, the Recreation Center sponsors free fitness classes such as yoga, Pilates, spinning, and Zumba®. A variety of Student Activities programs, fitness classes, and recreational and competitive sports activities are available to students seven days a week. Please consult our Student Activities/Recreation brochures and CIA Main Menu for program dates and registration deadlines.

The CIA currently sponsors coed intercollegiate athletic teams in soccer, cross-country, tennis, basketball, and volleyball. All CIA intercollegiate teams compete within the Hudson Valley Intercollegiate Athletic Conference, which is comprised of colleges between and including New York City and Albany, NY. The CIA soccer team captured the men's regular season title from 2007–2009 and again in 2014; the women's cross country team took first place in 2010, 2011, and 2012; and the women's volleyball team won the championship in 2011 and was the runner-up in 2012.

California Campus

The CIA at Greystone is located in the heart of the Napa Valley and is convenient to cities, mountains, and the ocean. Students are close to the greater San Francisco Bay Area, which is alive with culinary explorations, museums, concert venues, and professional sports teams. The California campus is also within driving distance to both the Sonoma Coast beaches of the Pacific and the outdoor playground of the Sierras, host to world-class skiing and any number of outdoor activities. More locally, the Napa Valley has world-class restaurants, artisan producers, seasonal farmers' markets, and festivals to enjoy. There is also plenty of opportunity for hiking, biking, and enjoying Northern California wine country after school hours.

The Student Programming Board (SPICE) sponsors several activities each year on campus for students who want to unwind outside of class. Residence Life hosts a variety of programs for all enrolled students to participate in, and numerous activities are available to students year round to support our community of wellness. Student activities are developed by and for students. For more information, please check the calendar on CIA Main Menu.

Library

New York Campus

The Conrad N. Hilton Library at the Hyde Park, NY campus houses a collection of 86,000 print volumes, 4,500 videos, 280 periodical titles, and more than a dozen subject-specific research databases. While there is a strong specialization in the culinary field, the collection also includes a generous selection of liberal arts materials that support the college's ever-expanding educational programs. Additionally, the library is the site of the CIA's archives and special collections of menus and rare books.

The Library Learning Commons, located within the library building, includes a variety of workspaces equipped with technology to support a diverse range of learning activities. Students have many opportunities to practice and enhance their academic and hands-on skills, as well as develop study strategies necessary for success.

California Campus

The Margie Schubert Library on the CIA at Greystone campus is located on the third floor of the main building adjacent to the teaching kitchens. Students may also borrow materials from the St. Helena Public Library, which has an outstanding collection of wine books, and from the Conrad N. Hilton Library on the New York campus. Students at Greystone have access to all the electronic resources available at all CIA campus libraries as well.

In addition, the library is home to the Learning Strategies Center, which provides tutoring services, testing accommodations, and disability services.

Texas Campus

The CIA San Antonio's 2,338-square-foot campus library, located on the third floor, includes a collection of over 4,500 cataloged books, as well as computer workstations that allow access to the electronic resources available through libraries at all CIA campuses.

The library is also home to the Learning Strategies Center, which provides tutoring services, testing accommodations, and disabilities services.

Singapore Campus

Students at the CIA Singapore have access to the state-of-the-art Temasek Polytechnic Library. The library is 11 stories and has more than 190,000 texts, 25,000 online journals and periodicals, and more than 100 personal computers for students' use. Students can also access the electronic resources available from all CIA campus libraries.

In addition, it has individual study rooms as well as project rooms equipped with computers, LED projectors, and whiteboards. Users may also connect their notebooks to free-access LAN points. There is also at least one access point (wireless base station) on every floor in the library building.

Friendly staff members are available to assist students with research or help them use the library's facilities and resources more effectively. In addition to offering individual assistance, the library also offers group training in basic library skills via live workshops and online tutorials. These user education programs teach research skills such as how to find information in journal and newspaper articles, how to search the web more effectively, and how to evaluate the information found.

Learning Strategies Center and Library Learning Commons

The Learning Strategies Center/Library Learning Commons is the hub of academic support on campus. Services offered through the Learning Strategies Center/Library Learning Commons support all phases of the learning process:

- Reference librarians provide assistance with research on class assignments and other scholarly endeavors.
- Tutors offer one-on-one sessions and lead workshops covering some of the most challenging class material.
- An area is set aside as a knife skills and piping practice area with peer tutors standing by to offer guidance as needed.
- A testing area provides a comfortable, quiet space for students who require accommodation or need to take a make-up test.

Assistance with academic areas may take the form of peer tutoring, supplemental practice materials, content workshops, and study strategies. The LSC/LLC also assists students with basic skills such as knife cuts, piping, and produce identification.

Tutoring

Tutoring services are open to all CIA students. In addition to one-on-one tutoring, the tutoring center offers a number of workshops designed to support students in some of the more challenging classes. Online tutoring is available for students out on externship.

Disability Services

The Learning Strategies Center/Library Learning Commons also houses Disability Services. We believe that students with disabling conditions improve the diversity and vitality of our student body. As such, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, the Office for Disability Services is dedicated to ensuring that disabled students have equal access to all programs and curricula.

The LSC/LLC will assist qualified students in attaining reasonable accommodations and support services. Our disability support specialists are available to discuss students' specific needs in the classroom, kitchen, and residence

hall. Reasonable accommodations may include readers, note-takers, priority seating, enlargement of notes, tape recording a lecture, books on CD, interpreters, testing accommodations, assistance with lifting, priority registration, or residence hall accommodations. Accommodations depend on the student's documentation and specific functional limitations. After reviewing the documentation and interviewing the student, a disability support specialist will determine and recommend appropriate accommodations for each student's course of study.

It is the student's responsibility to initiate a request for services and remain involved as a committed learner who has taken charge of his or her own needs. Due to confidentiality laws governing institutions of higher education, students must disclose their disability and request accommodations from each instructor and/or other staff members and departments on campus. Students with disabling conditions need to request accommodations for every class, quiz, midterm, or final exam as well as for the costing practical exam. Accommodations are not provided retroactively. Students should notify instructors of their disability and need for accommodations during the first week of class.

Course Substitutions and Waivers

There are no course waivers granted on the basis of disability at the CIA. Additionally, the CIA does not modify course content or requirements.

The Faculty, Alumni, and Externship Host Mentor Programs

The LSC/LLC coordinates the Faculty, Alumni, and Externship Host Mentor Programs. In the Faculty and Alumni Mentor Programs, enrolled students have an opportunity to be paired with either a faculty member on campus or an experienced CIA graduate. The programs provide students with additional guidance and structure as they pursue their career. The mentor acts as a role model to demonstrate the positive results of pride, professionalism, and hard work, and can help a student determine which area of the industry he or she is best suited for or most interested in pursuing. Mentors can also help introduce students to the wide network of CIA alumni and other professionals in the field.

To provide students with support while they are on their externships, the CIA has an Externship Host Mentor Program. The mentor is a CIA graduate located in the city a student chooses to go to for his or her externship. The role of this mentor is to help the student know where to find appropriate housing; introduce him or her to area restaurateurs, purveyors, manufacturers, and farmers; and share information about offerings such as sports and the arts. The program will give students an opportunity to use their time on externship for continued learning and to begin to establish their own professional network.

The Faculty, Alumni, and Externship Host Mentor Programs are voluntary programs designed for the benefit of students who want to enhance their educational experience to the fullest. To learn more, please contact the LSC/LLC.

Center for Academic Advising

The Center for Academic Advising (CAA) is the knowledge center for the degree programs and a resource for students as they progress through their education. Committed to supporting students' individual educational goals and enhancing their learning experiences at the CIA, the Center's staff provides students with detailed course information and refers them to various support services on campus as needed. The CAA's team of professionals can also help students with:

- Academic advising for the associate and bachelor's degree programs,
- Questions about transferring credits to the CIA,
- Understanding all of the options and opportunities in the degree programs, and
- Learning about the financial benefits of Fast Track BPS.

The office is located at the New York campus but serves students from all CIA campuses in the U.S. Contact the Center for Academic Advising at 845-451-1761 or academicadvising@culinary.edu. The office is open Monday–Friday, 9 a.m.–4:30 p.m. EST.

CIA Cares

CIA Cares is a formal, proactive feedback system that allows faculty to communicate their concerns about a student's academic success at the earliest possible date. It is a strategic method of outreach to positively respond to red flags or alerts so that individualized intervention can be made to students in need.

Technology on Campus for Students

Students are provided with account information to access the various online resources that are available at the college. From CIA Main Menu, students can find school announcements, scheduled club activities, student services departmental pages, and e-mail. Personal data such as class schedules, grades, and financial aid, student account, and residence life information are also available through CIA Main Menu. The CIA-issued e-mail account and access to CIA Main Menu are provided at the time of admittance into an entry date. For more information on campus-specific technology resources, current students should refer to the Information Technology (IT) Services page under Campus Resources on CIA Main Menu.

Peer-to-Peer File Sharing

Peer-to-peer file sharing is not allowed and is blocked on the CIA network using bandwidth-shaping technology. Under the Higher Education Opportunity Act (H.R. 4137), illegal distribution of copyrighted materials may be subject to criminal and civil penalties. The CIA is legally obligated to assist authorities in identifying individuals who violate copyright law pertaining to peer-to-peer file sharing. It is also in violation of school policy to use technology designed to circumvent the blocking of this activity.

Student Dining

Student dining at The Culinary Institute of America is much more than a typical college meal plan. It's an important part of the campus culture at the CIA, fostering community and teamwork by preparing and sharing meals together. Most important, student dining is a vital part of a CIA education, both for those students preparing the meals and those partaking in them. The college's unique dining program is driven by the curriculum and provides the campus population with a vast array of menu options each class day.

By taking advantage of their instructional day meals (see Meals--Board for more information), students educate their palates and expand their exposure to a variety of cuisines, foods, ingredients, and cooking methods. Enjoying student-prepared meals also serves to support the efforts of classmates in achieving their educational goals. Through the dining program, students learn valuable real-world skills such as preparing *mise en place*, building speed and timing in the kitchen, and plating for service.

Dietary Restrictions

Understanding that some students may have medical restrictions—including food allergies and sensitivities—that affect their diet, the college's Learning Strategies Center staff is available to assist in addressing these limitations as they apply to the technical requirements of the curriculum. Students must provide medical documentation of their dietary

restriction to LSC/LLC staff. For information about reasonable accommodations for class assignments, product handling, and/or student dining options as related to medical dietary restrictions, please contact the LSC/LLC.

Public Operations

The college operates a family of unique award-winning restaurants staffed by students and faculty in the CIA academic programs as well as campus stores and other facilities that serve both the CIA campus community and the public.

For menus, hours of operation, and more information about The CIA Restaurant Group, visit www.ciarestaurantgroup.com.

New York Campus

American Bounty Restaurant

With a focus on the seasons and products of the Hudson Valley, contemporary and traditional regional dishes are brought to life at the American Bounty Restaurant in an honest and flavorful way. Rounded out with a first-class American wine list and comfortable, warm service, this casually elegant restaurant sets the stage for an unparalleled dining experience in New York's Hudson Valley.

Apple Pie Bakery Café

Featuring baked goods and café cuisine in a relaxed and inviting atmosphere, the café offers everything from savory items to fresh artisan breads and from elegant pastries to luxurious confections that tempt the palate. An assortment of cold and hot beverages completes the café experience.

The Bocuse Restaurant

Sleek and strikingly contemporary, this French restaurant is named for the most famous chef in France, Paul Bocuse. The Bocuse Restaurant re-imagines the execution of classic French cuisine through the lens of ultra-modern cooking techniques, brings a new style of casual yet sophisticated service, and offers a breathtaking architectural interior design. With an exceptional French wine list and innovative cocktail program, The Bocuse Restaurant is a unique and exciting world-class dining experience.

Ristorante Caterina de' Medici

Truly authentic regional Italian cuisine takes center stage at Ristorante Caterina de' Medici, a sophisticated dining room overlooking a stunning herb and rose garden. Enjoy wood oven pizza and other simple rustic dishes in the more casual Al Forno Trattoria. Dining at this grand Tuscan-style villa is a culinary escape to another world without ever having to leave the beautiful Hudson Valley.

Student Discounts

CIA students at the Hyde Park, NY campus are entitled to a 25% discount for themselves and three guests at The Bocuse Restaurant and American Bounty Restaurant, Tuesday–Thursday. The 25% discount is available in Ristorante Caterina de' Medici Monday–Thursday. A 10% student discount is available in the Al Forno area of Ristorante Caterina

de' Medici from 11:30 a.m.–6 p.m., Monday–Thursday. Students also receive a 10% discount in the Apple Pie Bakery Café on food items only.

Invitation from the President

Each student will receive an invitation from the president to dine with a guest in one of the public restaurants. These invitations are not transferable and not replaceable. To help prevent misplaced or lost invitations, students are encouraged to use them towards the beginning of their educational stay. The invitation may be used on Monday through Thursday of any month, excluding October. The exception would be if a graduation falls on a day other than Friday, the invitations may not be used the day before graduation.

Craig Claiborne Bookstore

Located on the first floor of Roth Hall, the Craig Claiborne Bookstore offers a wide selection of culinary and non-culinary titles. It also sells a selection of professional cooking and baking equipment, school supplies, health and beauty aids, replacement uniforms, gourmet food, and gift and novelty items from sweatshirts and t-shirts to glassware and souvenirs. Most items in stock are available by mail order. Call 845-452-7648 or visit ciachef.bkstore.com.

California Campus

Wine Spectator Greystone Restaurant

Nestled in the heart of the Napa Valley, the Wine Spectator Greystone Restaurant presents an innovative menu inspired by the produce and livestock cultivated and harvested from the CIA's own farms and the fields and farms in the Valley. The California wine list, noted for its depth, enhances the dining experience while the bucolic backdrop and spectacular vineyard views set the stage for a rich and satisfying dining experience.

The Conservatory Restaurant

The Conservatory Restaurant offers a truly unique dining experience. Here, in the setting of an academic program for students in the CIA bachelor's degree program, diners enjoy the delicious results of students' in-depth exploration of selecting, planting, cultivating, and preparing food grown at the CIA's own farm. An incubator for innovation and flavor, The Conservatory Restaurant provides an adventure for the senses. This culinary intensive curriculum, developed by renowned chef Larry Forgione '74, is an essential part of a concentration in the CIA's bachelor's degree program.

The Bakery Café by illy

Located on the main floor of the Greystone building, The Bakery Café by illy offers guests the opportunity to experience coffee and cuisine from two industry leaders—illycaffè and the CIA. Customers can choose from a variety of sumptuous sandwiches, soups, salads, breads, pastries, desserts, and coffee drinks.

The Spice Islands Campus Store and Marketplace

Greystone's campus store and marketplace is located on the first floor of the main building. The Marketplace offers a list of more than 1,300 titles, as well as a selection of professional cooking and baking equipment, school supplies,

health and beauty aids, gourmet food and ingredients, and a wide range of gift items. Student discounts are offered on uniforms as well as other merchandise.

Student Discounts

CIA students at the St. Helena, CA campus are entitled to a 25% discount at the Wine Spectator Greystone Restaurant and The Bakery Café by illy. They also receive a 25% discount on most items in the Spice Islands Marketplace.

Special Events

The California campus is also a magnificent special events location. Its centerpiece building (the former Christian Brothers Winery) is a historic landmark with grand cathedral ceilings, massive hand-cut stone walls, and hand-selected antiques. The building offers a variety of dramatic venues, from the Atrium to the Vintners Hall of Fame. Greystone's team of culinary professionals designs a menu unique for the event while maintaining traditions of the regional agriculture. Wines are then selected to perfectly complement the flavors.

Texas Campus

Nao: New World Flavors

Nao restaurant is dedicated to the exploration, preservation, and celebration of the authentic cuisines, cultures, and bounty of Latin America. Unique flavors, inspired by iconic ingredients and indigenous preparations, are presented in a contemporary style. Distinctive and exciting cocktails and beverages complement the cuisine. And an extensive wine list rounds out the experience in this modern and dramatic setting.

Singapore Campus

The Top Table

The Top Table restaurant serves as a training ground for students in both contemporary and formal cuisine and service. The contemporary menu is casually elegant—a combination of local ingredients with western flair—and is paired with friendly, professional service. The formal menu features cuisine based in classical techniques with an emphasis on innovative and modernist methods of cooking, and a service model that includes gueridon service and white-tablecloth elegance.

On-Campus Employment

Various departments at the three U.S. campuses hire student workers for employment. Students who are interested in working on campus must submit an online employment application, which is available on the student portal. Students will also find a list of job openings on the portal as well. Please note that federal Work-Study students receive priority in hiring; however, campus employment is not guaranteed.

When a student is hired, he or she must complete new-hire paperwork, including W-4 and I-9 forms. The I-9 is a form required by the U.S. Department of Homeland Security that establishes eligibility to work in the United States, and requires that the student present original documentation to verify eligibility. To process this information, students should contact the:

- Student employment specialist at 845-451-1364 (NY)
- Human resources manager at 707-967-2340 (CA)
- Administrative assistant at 210-554-6400 (TX)

Once students start their job, they should talk with their supervisor about the procedures to follow to ensure proper payment, including payroll deadlines for timesheet submission.

Student employees have the option to sign up for direct deposit at a local bank or a bank at home. To begin direct deposit, students must provide the CIA's Payroll Office with the name of their bank, its routing number (also referred to as the transit ABA number), and their checking or savings account number. A form will be provided with the student's employment materials.

Career Services

A CIA education offers students unparalleled career opportunities. The Office of Career Services is dedicated to providing CIA students and graduates of its degree and certificate programs with the tools needed to effectively manage their career progression, from foundational experiences through pinnacle positions. Students are assigned a Career Services advisor, who will work with them to prepare for their externship and their post-graduate job search. The relationship does not end at graduation—CIA alumni enjoy free, lifelong Career Services assistance.

Externship

Associate degree students complete an externship during their third semester of study. The externship course is a full-time commitment of 15 consecutive weeks or 600 hours of applied full-time work experience at a single CIA-approved location. Kitchen and academic course work will prepare students to successfully execute their job functions, and the Career Services staff will provide students with the tools to successfully conduct a professional job search. Students have several preparation classes with a Career Services advisor. These classes provide instruction on creating a résumé, doing career planning, building interview skills, conducting a job search, and other topics. Students will put these tools to use as they secure their own externship site. Before students are two-thirds of the way through their associate degree program, they have created a résumé, conducted a job search, successfully interviewed, and have been employed in the industry—valuable experiences that will be put to use throughout their careers.

For more information about the externship, please see Externship.

Career Advisement and Resources

Following externship and continuing after graduation, students have the opportunity to work one-on-one with a Career Services advisor to reassess career goals, update their résumé, build their professional network, and conduct their post-graduate job search. Students and alumni have access to the college's web-based job board and career management tool. Career Services receives more than 400 job postings each month for a variety of hospitality positions, from employers who specifically want to hire CIA graduates. Career Services annually publishes *Career Guide: Tools for Success*, a handbook of career management tools specifically created for CIA students and graduates. Another important resource available to CIA students and graduates exploring culinary career opportunities is *Creating Your Culinary Career*, (Hayes, 2013). Written by the associate director of career services, the book provides insights and ideas on a variety of careers in the industry and the paths to take to get there.

Career Fair and Recruiting

Career Services also hosts three Career Fairs at the New York campus each year and Career Networking Days at the California and San Antonio campuses, allowing students direct access to network and interview with potential employers. In addition to these events, the Office of Career Services hosts on-campus recruiting visits throughout the year. These visits bring representatives from major hotels, resorts, restaurants, restaurant groups, magazines, companies specializing in research and development, and others, with a wide variety of potential jobs and externships for our students and graduates to the three U.S. campuses.

The Office of Career Services strongly encourages early and ongoing involvement with the activities and resources it provides to maximize opportunities for making informed externship and employment decisions. While the college vigorously pursues job placement for graduates, placement is not guaranteed.

Alumni Relations

Since 1946, The Culinary Institute of America has greatly expanded its programs both within the college and with our alumni constituency, with a clearly defined purpose: to create and maintain the premier college for culinary education. In the process, the CIA alumni network has grown to more than 48,000 professionals working in all areas of the foodservice, beverage, and hospitality industries throughout the U.S. and the world.

As part of the CIA Advancement and Business Development Division, the Office of Alumni Relations was established to fully integrate CIA alumni into regional and national programs that benefit their professional growth and provide support for the college, both academically and financially. CIA alumni are involved in virtually every area of college advancement, including recruitment, admissions, student mentoring, career placement, fundraising, regional receptions, and other special CIA presentations.

The CIA welcomes graduates as members of the CIA Alumni Network and its online community, located at www.ciaalumninetwork.com. The college offers alumni lifelong access to career placement assistance, continuing education programs, instructional and training videos and DVDs, and publications including the alumni magazine, *mise en place*®, to keep alumni updated on colleagues and new programs, activities, and industry advancement. Upon graduation, new alumni are issued an alumni pin, as well as an ID card that qualifies them for discounts in CIA restaurants; on continuing education courses, CIA-produced instructional media, and alumni merchandise; and in the Spice Islands Campus Store and Marketplace at the CIA's California campus. Annual homecoming and regional alumni receptions held throughout the country bring graduates together to build camaraderie and provide an outlet for social and business networking.

The Office of Alumni Relations staff encourages alumni and students to reach out at 845-451-1401 or alumni@culinary.edu, or to visit www.ciaalumninetwork.com. Connect with us on Facebook at [CIAAlumniNetwork](https://www.facebook.com/CIAAlumniNetwork).

Advancement and Business Development

The CIA Advancement and Business Development Division encompasses areas of development including alumni relations, industry and community partners, individual and planned giving, annual giving, gift-in-kind, government and foundation relations, special events, and donor relations and stewardship. The division is committed to developing and deepening relationships to strengthen pride, inspire participation, and increase financial support among stakeholders of the CIA, including alumni, members of the Board of Trustees, fellows, friends, corporations, foundations, and government entities. Through this division, the CIA is pioneering new research, international programs, and other initiatives in the critical areas of professional excellence and innovation, health and wellness, world cuisines and culture, and sustainability and food ethics.

For more information, please contact us at 845-905-4275 or advancement@culinary.edu, or visit www.ciagiving.org.

Campus Maps

- New York Campus Map
- California Campus Map
- Texas Campus Map
- Singapore Campus Map

Faculty and Staff

At the CIA, students benefit from a curriculum developed by an international faculty composed of experts in their fields. CIA faculty and staff members were a vital part of the American teams that won three consecutive world championships at the international Culinary Olympics and the Culinary World Cup.

The college's faculty and administrators have won numerous honors and awards, and have written many highly acclaimed culinary texts, including *The Professional Chef*®, *The Professional Chef's*® *Techniques of Healthy Cooking*, *Baking and Pastry: Mastering the Art and Craft*, *An American Bounty*, *The Professional Chef's*® *Knife Kit*, *Garde Manger: The Art and Craft of the Cold Kitchen*, *At Your Service*, *Culinary Math*, and *Exploring Wine*.

For a legend of professional certifications, please see below. For full bios, please visit www.ciachef.edu.

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ACWP	Advanced Certified Wine Professional	CSS	Certified Specialist of Spirits
CB	Certified Baker		

CCC	Certified Chef de Cuisine	CSW	Certified Specialist in Wine
CCE	Certified Culinary Educator	CWE	Certified Wine Educator
CCM	Certified Club Manager	CWP	Certified Wine Professional
CCP	Certified Culinary Professional	DWS	Diploma in Wine and Spirits
CDE	Certified Diabetes Educator	FAND	Fellow of the Academy of Nutrition and Dietetics
CEC	Certified Executive Chef	MCGB	Master Chef of Great Britain
CEPC	Certified Executive Pastry Chef	MS	Master Sommelier
CFBE	Certified Food and Beverage Executive	PC II	ProChef Level II
CFSM	Certified Food Service Manager	PC III	ProChef Level III
CHA	Certified Hotel Administrator	PHR	Professional in Human Resources
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