



# Student Handbook

# Table of Contents

<b>Statement of Student Responsibility</b> .....	4	Intersessions .....	43
Student Rights .....	4	Lock Doors to Prevent Theft .....	44
Notice of Nondiscrimination .....	5	MicroFridge .....	44
President's Cabinet .....	6	Off-Campus Housing .....	45
Vision and Mission .....	6	Pets .....	45
<b>Navigating the Campuses</b> .....	6	Quiet Living Community Option—NY .....	45
New York Campus-specific Information .....	6	Registered Sex Offenders .....	45
New York Campus Directory .....	8	Residence Hall Fire Safety .....	45
California Campus-specific Information .....	9	Residence Hall License Agreement .....	47
California Campus Directory .....	11	Residence Life Staff .....	48
Texas Campus Directory .....	11	Resident Responsibility .....	48
Campus Safety .....	12	Room Assignments .....	49
<b>Student Services</b> .....	21	Room Changes .....	49
Career Services—TX .....	21	Room Condition .....	50
Center for Career and Academic Advising—CA .....	22	Room Cost .....	50
Center for Career and Academic Advising—NY .....	22	Room Furnishings .....	50
Counseling and Psychological Services (CAPS) .....	23	Room Search Procedures .....	51
Disability Services .....	24	Roommate Consolidation .....	51
Student Health Services .....	25	Roommates .....	51
<b>Technology on Campus</b> .....	27	Services and Facilities .....	51
Online Resources .....	27	Telephones and Television Services .....	52
Student Computer Labs .....	27	<b>General Information</b> .....	52
Student Help Desk .....	28	Campus Climate and Inclusiveness .....	53
Wireless Network .....	28	Cell Phones and Personal Electronic Devices .....	53
<b>Campus Life</b> .....	29	College Colors .....	53
Campus Life—California .....	29	Dining Services .....	54
Campus Life—New York .....	29	E-Mail and Student Portal Responsibility .....	55
Campus Life—Texas .....	31	Equipment .....	55
Faculty Office Hours .....	31	Exhibition and Showpieces .....	55
International Students .....	31	Identification Cards .....	55
Orientation .....	35	Location of Information .....	55
Student Affairs .....	35	Outside Employment .....	55
Veteran Students .....	37	Photography, Videos, and Intellectual Property .....	55
<b>Living on Campus</b> .....	37	Required Information .....	56
Alternate Living Option—NY .....	37	Restaurants and Campus Stores .....	56
Checkout Procedure .....	37	Student Complaints .....	58
Courtesy Hours/Quiet Hours .....	38	The Culinarian's Oath .....	58
Emergency Evacuation Procedures for Residence Halls .....	38	The Culinary Institute of America Alma Mater .....	58
Emotional Support Animal Requests .....	39	The Culinary Institute of America Fight Song .....	59
Entering Policy .....	39	<b>Student Code of Conduct</b> .....	59
Gender-Inclusive Housing Accommodations .....	40	<b>Student Policies</b> .....	67
Guests .....	40	Alcohol and Other Drugs Policy .....	67
Housekeeping and Maintenance Requests .....	41	Credit Card Marketing to Students Policy .....	72
Housing Accommodations Policy and Procedures .....	41	Harassment, Sexual Misconduct, and Discrimination Policy Statement .....	72
Housing Application and Priority Deadline .....	42		

Hate/Bias Crimes .....	73
Hazing Policy .....	73
Property Pass Policy .....	74
Protection of Minors Policy .....	75
Smoking and Tobacco Policy .....	75
Social Media .....	76
Student Computer and Network Usage Policy .....	76
Student Guest Policy—NY .....	79

Transcript Notation Policy—NY .....	81
Weapons Policy .....	81
<b>Helpful Academic Information .....</b>	<b>82</b>
Academic Honors .....	82
Commencement Awards .....	82
Commencement Ceremony Participation .....	83
Professionalism, Uniform, and Hygiene—Undergraduate .....	84

## Introduction to the Student Handbook

This Student Handbook of The Culinary Institute of America is where students can find information about campus life and services, student rights and policies, and campus contacts for all CIA campuses. The CIA reserves the right to change its rules, regulations, policies, and procedures at any time. Unless otherwise noted, such changes will apply to all members of the CIA community. The policies and procedures in this handbook reflect the last version available at the time of publication. However, it is the most current version of the policies and procedures which apply. Students can secure the most up-to-date version of any policy or procedure by contacting the appropriate department or office or, in many instances, by checking the CIA's website.

## Statement of Student Responsibility

The Culinary Institute of America provides a practical learning environment for each of its students. Students will be required to participate in a variety of hands-on experiences on or off campus, consistent with training in the culinary field. Each CIA student assumes the risks and responsibilities inherent in the education process.

Observation and application experiences may at times involve dangers and hazards to which professionals in the foodservice industry are exposed, along with the normal risks of functioning in American society. Although the CIA can assume no responsibility for any of these risks, we do attempt to provide a safe environment and to instruct students in safe practices and procedures. However, we are not 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 all of their actions.

Whether a particular education experience is a degree requirement or a voluntary extracurricular activity, students must decide whether or not to participate and expose themselves to its possible hazards. If students choose not to participate in a

required activity, however, they may fail to satisfy the course or degree 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 Rights

At The Culinary Institute of America, it is our goal and duty to create a welcoming and inclusive campus that is free of bias and discrimination while fostering respect and consideration. Our students can only grow in an environment that encourages freedom of expression with responsibility and embraces all cultures while celebrating the uniqueness of each individual. This section outlines ways students can protect their rights and help us maintain an enriching campus experience for all students.

### Students' Bill of Rights and Responsibilities

In order to protect the educational integrity of the CIA student experience and ensure a positive living and learning environment, all CIA students have the following rights and responsibilities. The CIA Student Government Association (SGA) and college administration have both agreed to review this document annually.

1. Students have the right to choose a major and receive courses that satisfy their educational goals.
2. Students have the right to be treated in a respectful and professional manner in all forms of communication and interaction with college personnel.
3. Students have the right to receive information making them aware of opportunities for personal and academic growth within the CIA.
4. Students have the right to never be graded on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under the law.
5. Students have the right to learn in an environment free from political, religious, and anti-religious [influences](#) [JS1] [ER2], although understanding that the college encourages appropriate discourse on such matters as a

function of its efforts to promote diversity, knowledge, tolerance, and community responsibility.

6. Students have the right to be exposed to differing points of view within our industry, including topics that might be currently controversial and/or reflect other practical methodologies.
7. Students in the bachelor's degree programs have a right to be given, approximately two weeks prior to online registration, all required information regarding courses and professors. Students in the associate degree programs have a right to view their subsequent semester schedules online two to three weeks prior to the new semester.
8. At the New York campus, students have the right to be represented by a democratically elected Student Government Association. Furthermore, students have the right to run for offices for which they are eligible on the Student Government Association without discrimination based on age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under federal or state law.
9. At the New York campus, students have the right to have appropriate issues, questions, and concerns addressed through the Student Government Association. Through the SGA's regularly scheduled open/public meetings, appropriate concerns may be brought to the college's administration for review and consideration. Furthermore, students have the right to be informed on policy changes that involve the student body. At all campuses, students have the right to have appropriate issues, questions, and concerns addressed through members of the college's administration.
10. Students have the right to initiate, organize, or join any club, organization, or campus activity, within guidelines established by the college, without discrimination towards age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under federal or state law. If necessary, hosts of such events will make reasonable accommodations to include all students.
11. Students have the right to an appeal process for judiciary and academic issues as outlined within the *Student Handbook* and *Academic Catalog*.
12. Students have the right to request and receive accurate information regarding their financial obligations to the college. Students shall be provided with a payment policy that is clear and readily accessible through the *Student Handbook*, *Academic Catalog*, and CIA Main Menu, the student web portal.
13. Students have the right to expect that the college will strive to provide a safe campus community; participating and sharing in this responsibility by observing and practicing appropriate behavior.
14. Students have the right to express differences of opinion both inside and outside of the classroom, while acknowledging their responsibility to do so with civility and respect.
15. Students have the responsibility to be respectful of all others in the college community, including guests and visitors, and to conduct themselves in a professional manner.
16. Students have the responsibility to be respectful of the college's property and the personal property of all members of the campus.
17. Students have the responsibility to recognize that student actions, both on and off campus, reflect upon the individuals involved and upon the entire college community.
18. Students have the responsibility to recognize the college's obligation to provide an educational atmosphere both inside and outside of the classroom.
19. Students have the responsibility to be fully acquainted with the published college student rules and expectations, and to comply with them and all additional government laws and regulations..

## Notice of Nondiscrimination

The CIA is committed to providing a campus environment free of discrimination and harassment. The Nondiscrimination Statement can be found on the Consumer Information page at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information).



## President's Cabinet

The President's Cabinet is the senior leadership of The Culinary Institute of America. Members of the Cabinet work closely with the president, Board of Trustees, and CIA leadership to implement campus-wide initiatives, develop strategy, and oversee the operations of the CIA. For more information about the President's Cabinet, visit [www.ciachef.edu/administration](http://www.ciachef.edu/administration).

## Vision and Mission

### Our Vision

Food is at the heart of our existence. Beyond sustenance, it is fundamental to cultures and deserves to be a source of joy for all people, families, and communities. We seek to better understand and promote its relationship to health, the environment, and a vibrant, equitable economy.

### Our Mission

The Culinary Institute of America is dedicated to bettering the nation and the world by means of outstanding education, practice, and scholarship on all aspects of food and the enterprises related to it. Through a transformative learning experience, the CIA prepares future food leaders, innovators, and experts for personal and professional success.

### Our Values

The CIA is a private, not-for-profit college, guided by the core values of Excellence, Leadership, Professionalism, Ethics, and Respect for Diversity.

## Navigating the Campuses

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Among the challenges facing any college student is figuring out where things are on campus and knowing the right people to contact. Each CIA campus has nuances based on culture, climate, and geographical location. This section provides important information for navigating the campuses.

## New York Campus-specific Information

The following information is specific to the New York campus.

### Bookstore

The Craig Claiborne Bookstore is located on the first floor of Roth Hall and is open to students, faculty, staff, and visitors on days when classes are in session. Students can find a list of more than 1,000 titles, many of which are difficult to find elsewhere. Additionally, students can find many familiar names in professional cooking and baking, including J. A. Henckels, Ateco, as well as alumni and faculty authors. The bookstore is also a great place to find bottled and canned beverages, as well as a variety of sweet, salty, and savory snack options.

The bookstore sells a selection of school supplies, a variety of kitchen and baking tools and supplies, and a wide range of gift items from CIA logo sweatshirts and T-shirts to glassware and key chains, as well as elegant CIA diploma frames. Most items in stock plus an expanded selection of goods are available via the bookstore's website at: [www.ciachef.bncollege.com](http://www.ciachef.bncollege.com). Students can purchase textbooks in store or via the website for in-store pick up or delivery.

### Copy Center

Students can request printed versions of course-related material found on Moodle, such as course guides, PowerPoint presentations, and recipes. The cost per printed black-and-white copy is 5 cents per printed side, and color is 10 cents per printed side. Print requests should be sent via e-mail to [copycenter@culinary.edu](mailto:copycenter@culinary.edu). Due to the volume of requests, orders may take a day to a few days to complete. Only Culinary Cash is accepted as payment.

Club leaders and bachelor's degree students making copies for their dining event should always have faculty approval and know their club's or event's account number to charge before bringing any jobs to the Copy Center. Students should provide originals ready to copy or print and allow at least 24 hours for the Copy Center to complete the job. Students can e-mail their jobs to [copycenter@culinary.edu](mailto:copycenter@culinary.edu).

## Mail

The mail room supports all faculty, staff, and students with CIA incoming and business-related outgoing mail and packages. The mail room is not affiliated with the U.S. Postal Service and is not a public mail center. All student's outgoing packages should be shipped from the Hyde Park Post Office or The Shipping Place, both located north of the college on Route 9. Students can also visit the websites of UPS, FedEx, or USPS for shipping options. For convenience, stamps may be purchased at the Barnes & Noble (Craig Claiborne) Bookstore and at the SRC front desk on the New York campus. Stamps may be purchased at:

- The Barnes & Noble (Craig Claiborne) Bookstore
- The SRC front desk on the New York campus.

Stamps are not sold from the CIA mail room.

### Package/Letter Pickup

It is the responsibility of CIA students to:

- Use their legal name, as recorded at the Registrar's Office, on all correspondence—incoming and outgoing
- Use a valid CIA photo ID to pick up a package. A student's ID must match the package address name.
- Pick up packages in a timely manner, within one day once notification has been received.

When students receive a letter/package, an e-mail notification will be sent to their CIA e-mail address stating they have a package to pick up at either The Lockers located in the Mail Center hallway or at the Service Window. A reminder message will be automatically sent several times.

To help speed up mail delivery, students should communicate their correct address to all correspondents. Failure to do so will delay mail.

All letters and packages *must* be addressed using the format below. This includes outgoing and incoming parcels and letters and any online purchases delivered to the CIA.

Name (as recorded with the Registrar's Office)  
The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538

### Return to Sender

Should a package not be picked up within 10 days, the mailroom will attempt to contact recipients by email and phone. Should contact be unsuccessful, the package/letter will be returned to sender.

Students should consider eco-friendly options:

- Paperless Billing Statements—sign up with vendors for paperless billing; no more paper statements in the mail.
- Paperless Correspondence—use e-mail instead of paper mail whenever possible.

### Use of the Roth Hall Elevator

A medical variance is required for students to ride the elevator in Roth Hall. Students can apply for a medical variance to ride the elevator at Student Health Services. A variance will only be issued when a letter from an off-campus medical provider is submitted. Certain restrictions may apply. An exception is made for students delivering heavy materials required for a class that can only be transported via the elevator.

### Weather

Due to the significant number of students living on campus, classes will rarely be canceled as a result of bad weather. If students miss classes, they will be marked absent for the class sessions for which they are not present. If students live off campus, they are directed to use their own judgment before attempting to drive. Our Inclement Weather Policy provides for possible delays in AM classes, early closing, or complete closing for the day. Delayed openings will be announced by 5:30 a.m. or earlier. Any closings or delays will be posted on our home page at [www.ciachef.edu](http://www.ciachef.edu), and are available via our weather hotline (845-905-4444) and on the following radio stations:

### Dutchess/Ulster Counties

WPDH—101.5, 106.1 FM

WRRV—92.7, 96.9 FM  
MIX 97—97.7 FM  
THE WOLF—94.3 or 97.3 FM

The Inclement Weather Team (IMT) monitors local weather conditions, media reports and government alerts to be aware of and respond appropriately to any threatening condition or weather event. Should any conditions pose an immediate threat to the health or safety of students or employees on campus, an emergency notification will be issued following established procedures. In the event of dangerous hurricane, wildfire, flooding or other such emergencies, local authorities may issue an evacuation notice to alert residents that life-threatening conditions exist and it is essential to leave the area. Evacuation orders vary by community and may range from voluntary to mandatory. The IMT will monitor any such situations and consider evacuating the campus and/or lodging facilities prior to the issuance of a mandatory evacuation notice.

In addition, students will be notified through our Mass Notification System, Everbridge. The college has created an account for all students using their CIA email address. All students should add their contact information (mobile phone/text) and download the Everbridge Mobile App.

## Wildlife

Animals indigenous to the Hudson Valley may unexpectedly appear on campus grounds and outside residence halls, as our facilities are surrounded by their natural habitat.

Various birds, snakes, rodents (including squirrels and groundhogs), and other animals are active on and around the campus grounds. Students should not feed, touch, harass, or approach wild animals. Residence hall doors should be kept closed to prevent their entry into the facility. It is essential that students not disturb any animals and immediately notify Campus Safety if any animal appears ill or poses any threat.

## Pond

Known to students as Lake Velouté, the pond in front of Dargan/Rovetti Hall is for the enjoyment of all. Fishing is limited to "catch and release," and can only be done on the shores. No boats, rafts, or flotation devices are permitted. Swimming is not

allowed. Pollution or littering of Lake Velouté is strictly prohibited. Ice skating (or walking) on ice is not permitted. Year-round (indoor) ice skating is available at the Mid-Hudson Civic Center in Poughkeepsie, NY. Call 845-454-5800 for information.

## Railroad Tracks and Cliffs

Due to the obvious danger, the cliffs along the edge of the CIA's property are off-limits. Amtrak owns these cliffs, and if students are found in these areas, it will be considered trespassing. In addition, the railroad tracks and adjacent areas below, which run along the banks of the Hudson River, are also Amtrak property and are off-limits at all times. Students should cooperate and be sure they and their visitors stay clear of these areas.

## Wooded Property

The CIA's wooded property located north of the Maritje Kill (stream behind the Townhouses) and adjacent to the main campus will be temporarily closed until further notice due to construction in or around this area.

The property adjacent to the south side of campus is private property and is posted No Trespassing.

## Environmental Protection

New York State enforces strict laws to protect our environment. Properties along the Hudson River, including The Culinary Institute of America, are under special scrutiny to ensure that the fragile ecosystem of the estuary is not compromised. The Department of Environmental Conservation may impose fines of up to \$10,000 for various violations (e.g., oil/grease spills, recycling infractions, etc.). Students must obey the college's policies and procedures relating to environmental issues to avoid possible liability in an incident.

## New York Campus Directory

The following directory is specific to the New York campus.

### Campus Life

Phone: 845-451-1400



Email: [campuslife@culinary.edu](mailto:campuslife@culinary.edu)  
Location: Student Commons, room 014

#### **Campus Safety**

Phone: 845-451-1268 (Non-Emergency) or 845-451-1111 (Emergency)  
E-mail: [safety@culinary.edu](mailto:safety@culinary.edu)  
Location: Campus Safety Building  
Hours of Operation: 24 hours, 7 days per week

#### **Career and Academic Advising/Bachelor's Enrollment**

Phone: 845-451-1275  
E-mail: [advising@culinary.edu](mailto:advising@culinary.edu)  
Location: Roth Hall, second floor, E-255  
Hours of Operation: Monday, 8:30 a.m.–5 p.m.  
Tuesday–Thursday, 8:30 a.m.–6 p.m.  
Friday, 8:30 a.m.–5 p.m.

#### **Counseling and Psychological Services (CAPS)**

Phone: 845-905-4241  
Location: Student Commons, room 218  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

#### **Education Administration**

Phone: 845-451-1583  
E-mail: [Tammy.Polito@culinary.edu](mailto:Tammy.Polito@culinary.edu)  
Location: Roth Hall, S-236  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

#### **Information Technology Services (ITS) Help Desk at The Hilton Computer Center**

Phone: Student Help Desk: 845-451-1698, or  
Hilton Computer Center: 845-451-1756  
E-mail: [ITHelp@cia.culinary.edu](mailto:ITHelp@cia.culinary.edu)  
Location: Hilton Library, room 209  
Current hours can be found  
at <https://library.culinary.edu>

Hours of Operation: Advanced device and account support available from  
Help Desk Specialist: Email or call Help Desk for  
appointment. Drop-ins welcome.

IT Labs and hours can be found on the CIA Main Menu.

#### **Library (Conrad N. Hilton Library)**

Phone: 845-451-1747  
E-mail: [library@culinary.edu](mailto:library@culinary.edu)  
Location: Hilton Library  
Hours of Operation: Current hours can be found  
at <https://library.culinary.edu>

#### **Library Learning Commons**

Phone: 845-451-1298  
E-mail: [tutoring@culinary.edu](mailto:tutoring@culinary.edu) or [lsctest@culinary.edu](mailto:lsctest@culinary.edu)  
Location: Hilton Library, fourth floor  
Hours of Operation: Current hours can be found  
at <https://library.culinary.edu>

#### **Registrar**

Phone: 845-451-1267  
E-mail: [registrar@culinary.edu](mailto:registrar@culinary.edu)  
Location: Admissions Center, second floor  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

#### **Residence Life and Housing Operations**

Phone: 845-451-1260  
E-mail: [reslife@culinary.edu](mailto:reslife@culinary.edu)  
Location: Student Commons, room 221  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

#### **Student Affairs Office**

Phone: 845-451-1281  
E-mail: [studentaffairs@culinary.edu](mailto:studentaffairs@culinary.edu)  
Location: Student Commons, room 236  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

#### **Student Financial and Registration Services (SFRS)**

Phone: 845-451-1500  
E-mail: [sfrs@culinary.edu](mailto:sfrs@culinary.edu)  
Location: Admissions Center, second floor  
Hours of Operation: Monday–Friday, 8:30 a.m.—5 p.m.

#### **Student Health Services**

Phone: 845-451-1261  
Fax: 845-905-4061  
E-mail: [ciahealthservices@culinary.edu](mailto:ciahealthservices@culinary.edu)  
Location: Roth Hall, ground floor  
Monday–Friday, 7 a.m.–7 p.m.

Nurse Practitioner:  
Hours of Operation: Monday–Friday 9:30 a.m.–3:30 p.m. by appointment  
After-Hours:  
Campus Safety 845-451-1268

## California Campus-specific Information

The following information is specific to the California campus.

### Bookstore

Open Thursday through Tuesday from 10:30 a.m.–6 p.m., Greystone's campus store—the Spice Islands Marketplace—carries a vast assortment of high-quality merchandise. Students can find cookbooks, culinary magazines, cookware and cutlery, equipment, chef's pants and jackets, logo clothing, gift items, and an array of international ingredients.

Currently enrolled degree and certificate program students receive 25% off most items in the store. CIA alumni receive 20% off. Call 707-967-2309 or toll free at 1-888-424-2433.

### Mail

Students living at Vineyard Lodge I and II should have their mail sent to them at 830 Pratt Avenue, St.

Helena, CA 94574. Students living at the Guest House should have their mail delivered to 2555 Main Street, St. Helena, CA 94574.

Packages for students in all residence halls should be sent in care of the student to The Culinary Institute of America at Greystone, 2555 Main Street, St. Helena, CA 94574. Both mail and packages should be clearly marked "student" to avoid delivery errors. Packages can be retrieved from the package room, located at the receiving dock at Greystone. Packages may be received Monday–Friday, 10 a.m.–1 p.m. and 2–4:30 p.m.

The CIA will not forward mail to residents who have left on-campus housing. Students must make arrangements to forward mail to a new address at least three weeks before departure.

## Weather

Due to the climate in St. Helena, classes will rarely be canceled as a result of bad weather. If students miss classes, they will be marked absent for the class sessions for which they are not present. Students living off campus, they are directed to use their own judgment before attempting to drive. Our Inclement Weather Policy provides for possible delays in AM classes, early closing, or complete closing for the day. Delayed openings will be announced by 5:30 a.m. or earlier. If weather is such that the breakfast portion of the High-Volume Production Cookery class needs to be delayed or canceled, a decision will be made by midnight. Any closings or delays will be posted on the CIA home page at [www.ciachef.edu](http://www.ciachef.edu).

In addition, students will be notified through our Mass Notification System, Everbridge. The college has created an account for all students using their CIA e-mail address. All students should add their contact information (mobile phone/text) and download the Everbridge Mobile App.

## Wildlife

Animals indigenous to the Napa Valley may unexpectedly appear on campus grounds and outside residence halls, as our facilities are surrounded by their natural habitat.

Various birds, snakes, rodents (including squirrels and groundhogs), and other animals are active on and around the campus grounds. Students should

not feed, touch, harass, or approach wild animals. Residence hall doors should be kept closed to prevent their entry into the facility. It is essential that students not disturb any animals and immediately notify Campus Safety if any animal appears ill or poses any type of threat.

Swallows return to Greystone each spring to build their nests and raise their young in the rafters and eaves of our historic buildings. These special birds and their nests are protected by law, and we are prohibited from removing them until the birds leave each summer. Please take care when entering and exiting the building through the main entrance during this time of year.

## Wildfires/Weather Related Emergency

The Inclement Weather Team (IMT) monitors local weather conditions, media reports and government alerts to be aware of and respond appropriately to any threatening condition or weather event. Should any of the above described conditions pose an immediate threat to the health or safety of students or employees on campus, an emergency notification will be issued in accordance with established procedures. In the event of a dangerous hurricane, wildfire, flooding or other such emergency, local authorities may issue an evacuation notice to alert residents that life-threatening conditions exist and it is important to leave the area. Evacuation orders vary by community and may range from voluntary to mandatory. The CIMT will monitor any such situations and consider evacuating the campus and/or lodging facilities before issuing a mandatory evacuation notice.

Should wildfire smoke and ash (or any other conditions) cause the air quality to become unhealthy or worse, an emergency notification will be issued in accordance with established procedures and N95 respirator masks will be made available for use by students, faculty and staff.

## Earthquakes

The CIA at Greystone is located in a part of the world prone to earthquakes. We advise all students to adhere to the following procedures in the event of a large earthquake:

- Do not run during an earthquake. Running may lead to a fall and risk of injury.

- If in bed, stay put and ride it out. Do not hang heavy items on the wall over the bed, as they can fall.
- Do not move around without shoes to avoid injury on broken glass. Most earthquake injuries are to the feet.
- If students are in their residence, they should seek refuge under a table or any stable furniture. Alternately, they can hold onto something sturdy to maintain balance. Standing without support may be difficult. The main risk is from falling furniture and objects.
- If in a kitchen in front of a hot pan containing hot food or liquid, move away. The pan may not stay on the stove.
- Be very careful moving around after the earthquake is over. Surroundings will likely be changed and unstable. In addition, there will be numerous aftershocks, though not as large as the original earthquake.
- Check on neighbors and find out if anyone is injured. Report to the assistant director of student affairs, the residence life and housing coordinator, or campus security. Emergency responders will likely be overwhelmed; there may be a need to handle most situations for a while.
- Gather in normal evacuation areas—the east side of the parking lot at Vineyard Lodge or the south parking lot next to the Williams Center when on the Greystone main campus.

Please note that in the event of an earthquake, natural gas and electricity will be shut off automatically.

## California Campus Directory

The following directory is specific to the California campus.

### Campus Security

Phone: 707-967-2313  
 E-mail: [gsecurity@culinary.edu](mailto:gsecurity@culinary.edu)  
 Location: Greystone main building, first floor atrium  
 Hours of Operation: 24 hours, 7 days per week

### Career and Academic Advising/Bachelor's Enrollment

Phone: 707-967-2495  
 E-mail: [gsadvising@culinary.edu](mailto:gsadvising@culinary.edu)

Location: Greystone main building, third floor  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

### Counseling and Psychological Services (CAPS)

Phone: 707-967-2443  
 Location: Greystone main building, first floor entryway  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

### Education Administration

Phone: 707-967-2411  
 E-mail: [Keith.Rada@culinary.edu](mailto:Keith.Rada@culinary.edu)  
 Location: Greystone, third floor  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

### Learning Strategies Center

Phone: 707-967-2406 or 845-905-4639 (TTY/TDDY)  
 E-mail: [Ashley.Dandola@culinary.edu](mailto:Ashley.Dandola@culinary.edu)  
 Location: Greystone main building, third floor  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m., or by special arrangement

### Student Affairs

Phone: 707-967-2486  
 E-mail: [Jared.Snyder@culinary.edu](mailto:Jared.Snyder@culinary.edu)  
 Location: Greystone main building, third floor  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

### Student Financial Registration Services (SFRS)

Phone: 707-967-2488  
 Location: Greystone, third floor  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5:00 p.m. PST

### Student Health Services (NY)

Phone: 845-451-1261  
 E-mail: [ciahealthservices@culinary.edu](mailto:ciahealthservices@culinary.edu)  
 Hours of Operation: Monday–Friday, 7 a.m.–7 p.m. ET

## Texas Campus Directory

The following directory is specific to the Texas campus.

### Campus Security (Pearl Security)

Phone: 210-889-5287 or 210-889-5236  
 Hours of Operation: 24 hours, 7 days per week

### Career Services

Phone: 210-554-6465  
 E-mail: [sarah.salinas-puga@culinary.edu](mailto:sarah.salinas-puga@culinary.edu)  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

### Education Administration

Phone: 210-554-6452  
 E-mail: [Jose.Frade@culinary.edu](mailto:Jose.Frade@culinary.edu)  
 Location: 3rd Floor, Administration Office  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

**Learning Strategies Center**

Phone: 210-554-6465  
E-mail: [Sarah.Salinas-Puga@culinary.edu](mailto:Sarah.Salinas-Puga@culinary.edu)  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m., or by special arrangement

**Student Affairs and Services**

Phone: 210-554-6451  
Location: Student Services Center (SSC)  
Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

**Student Financial Registration Services (SFRS)**

Phone: 707-967-2488  
Hours of Operation: Monday–Friday, 8:30 a.m.–5:00 p.m.

**Student Health Services (NY)**

Phone: 845-451-1261  
E-mail: [ciahealthservices@culinary.edu](mailto:ciahealthservices@culinary.edu)  
Hours of Operation: Monday–Friday, 7 a.m.–8:45 p.m. ET

## Campus Safety

It's important to remember campus safety is everyone's responsibility. If everyone on the CIA campus observes the policies and procedures described in this section, we'll continue to enjoy a safe, pleasant education environment.

### CIA Safe Campus Program

Colleges need to be prepared and ensure timely campus communication in the event of a violent criminal incident or other situation that poses an immediate threat to the health or safety of the campus community. Here at the CIA, we have developed CIA Safe Campus, which is the result of a task force specifically investigating best practices for serious violent incidents across the nation.

A key component of this program is the CIA Emergency Notification System, which was established to alert the entire campus community in a timely fashion in case of emergency. The following alerts may be utilized:

**Mass Notification System:** Through this system, designed by Everbridge, Campus Safety will send emergency messages to each registered member of the CIA community via transmission of text messages, mobile app alerts, voice mail, and e-mail according to predetermined contact lists. Campus Safety will provide all students with

information on how to register for this notification system. For more information, visit [www.everbridge.com](http://www.everbridge.com).

**Campus Siren Alert (NY only):** Consists of a siren and pre-programmed verbal message system that is broadcast on campus through outdoor speakers on the roof of Metz Hall and at the Champagne parking lot, and indoor speakers in the Student Commons and the Marriott Pavilion.

**Campus Emergency Public Address System (CA and TX only)**—This system will broadcast emergency announcements campus-wide. The announcements will be preceded by a double beep tone, followed by emergency information and instructions.

In the event of a campus emergency, students will likely receive instructions to "Run, Hide, Fight" or "shelter in place" for their safety. Please refer to the Campus Shooting Emergency Procedure below for additional information.

Each student who lives on campus has the option to register a contact name and phone number to be notified if the student is reported to be missing. The college uses missing persons information submitted on the Residence Life Housing Application to notify registered contacts.

### Campus Shooting Emergency Procedure

Recent mass shootings at various venues in the U.S. and abroad, including events on college campuses, have highlighted the need to be prepared in the unlikely event of a shooting on campus. Though these events are rare, the CIA does wish to encourage vigilance and education for the campus community. An "Active Shooter" incident requires a much different response than other emergencies. Should an incident of this nature occur, three options are available. These options are commonly known as "Run, Hide, Fight." The first is to evacuate in the opposite direction of the threat and proceed to a safe evacuation area. The second is to lock down and shelter in place. This requires securing one's location if structurally possible. Turn off all lights and, if possible, cover all windows and prepare for the third option, in the event it becomes necessary. The third option is to counter the intruder with

opposing force or distraction. Remember, if the opportunity and means to do so safely arises, contact 911 and provide relevant information to assist police and first responders. The response an individual chooses must be based on their ability, experience, skill, and mental preparation for this type of incident. Regardless of which response each individual chooses, the college shall communicate the threat through the emergency public address system and the mass notification system (Everbridge) with instructions.

We strongly encourage students and staff to follow and practice "See Something, Say Something." If there is a concern about the behavior of someone on campus, it should be immediately reported to Campus Safety or an appropriate CIA faculty or staff member.

### Safety

	<p>Campus Safety seeks to assist all students and provide a safe environment for the entire campus community. Campus Safety officers are on duty 24 hours a day for campus protection and conduct periodic checks of all buildings and grounds throughout the day. The office is located adjacent to the maintenance garage behind Roth Hall. Closed-circuit cameras are installed at various locations on campus. Gatehouses are located at both campus entrances. During late evening hours, personnel staff the north Campus Safety gatehouse. The south entrance to campus is closed to vehicular traffic. Students, guests, and visitors are required to provide appropriate ID to be admitted to the campus at night. Student cooperation with these security measures is greatly appreciated.</p> <p>Emergency (blue-light) direct-ring phones are located at the main entrances to the residence halls and throughout the campus. These phones can be used to report a criminal or suspicious incident, fire, or any other emergency, or to request an escort by a Campus Safety officer.</p> <p>The Office of Safety and Security seeks to assist all students and provide a safe environment for the entire campus community. Safety and security officers on the Greystone campus are posted 24 hours a day at the front atrium concierge desk. At Copia, safety officers provide security on weekday evenings and on weekends.</p> <p>Pearl Security provides on-site security 24 hours a day, seven days a week through Pearl Security Services. If security assistance is needed when not within the CIA buildings or immediate surrounding grounds, individuals are instructed to call the security cell phone at 210-889-5287.</p>
<b>New York</b>	
<b>California</b>	
<b>Texas</b>	

## Accidents

Immediately report any accident on campus, no matter how minor, to:

	<b>No injury</b>	<b>Involving an injury</b>
<b>New York</b>	Campus Safety	Student Health Services or Campus Safety
<b>California</b>	Campus Security	Campus Security
<b>Texas</b>	Managing Director	Managing Director

### Reporting a Missing Student

Suspected missing students should be reported to the Campus Safety, Student Affairs, or Residence Life offices to ensure everyone's safety at the college. The Culinary Institute of America has established a Missing Student Notification Policy and will contact law enforcement and the student's missing person contact (if on file) no later than 24 hours after a student residing in on-campus housing has been determined to be missing.

If it is suspected that a student is missing, please immediately contact:

	Campus Safety 845-451-1268
<b>New York</b>	Student Affairs 845-451-1281
	Residence Life 845-451-1260
	Campus Security (CA) 707-548-2478 (Greystone) or 707-967-2588 (Copia)
<b>California</b>	Campus Safety (NY) 845-451-1268
	Assistant Director—Student Affairs (CA) 707-967-2486
	Pearl Security (TX) 210-889-5287
<b>Texas</b>	Campus Safety (NY) 845-451-1268
	Student Services Manager 210-554-6451

Please be considerate to those who care for student safety—take the time to communicate any change in arrival and/or travel intentions to friends, roommates, and parents. More often than not, the missing person is delayed due to unforeseen circumstances or to a simple change in plans.

### Parental Notification

The CIA respects the privacy of our students and protects their personal information pursuant to Family Educational Rights and Privacy Act (FERPA).

An important component of pursuing a degree of higher learning is the student's development as an independent adult. Students are encouraged to share information with their parents or legal guardians, but ultimately the decision of what information to share normally rests with the student. Therefore, the vast majority of communications are directed to the student rather than to the parents/guardians.

The CIA recognizes that this commitment to fostering the development of the student must be balanced with parents' interests in the well-being and success of their child. Further, the CIA believes there are times in when parental involvement can be in the student's best interest. Thus, there are instances in which a parent, legal guardian, or emergency contact will be notified of matters concerning a student. In such cases and when appropriate, the CIA will allow time for students themselves to contact their parents or guardians directly. However, in situations where prompt notification is warranted, a Student Affairs staff member will contact a parent or guardian as soon as possible. The following are examples in which a parent or guardian may be contacted:

- **Change of enrollment status**

A change in a student's enrollment status may be imposed due to disciplinary action. To the extent permitted by law, parents may be notified if a student is suspended, required to withdraw, or expelled. It should be noted that less severe instances of disciplinary or academic action will rarely result in the notification of parents or guardians.

- **Health and safety emergencies, including transports to a hospital in critical situations and/or other medical or mental health incidents**

The CIA reserves the right to contact parents when it reasonably believes that the student is subject to a health or safety emergency. This includes, but is not limited to, situations in which a student needs to be transported to the hospital in a critical situation or is experiencing a serious medical or mental health incident.

- **Unexplained absences from campus**

If a student is absent from campus for a prolonged period, the CIA may contact a parent or guardian to ascertain the whereabouts of the student. Such contact will be made after first attempting to locate the student directly through various methods.

- **Arrest**

Arrest information is public information and is not considered an education record of a student. The parent or guardian of the student may be notified if the student is placed under arrest while on CIA property or during a CIA sanctioned activity, or if the CIA becomes aware of an arrest taking place off campus. If students receive a citation for a summary offense, for which they are not detained (e.g., underage drinking or disorderly conduct), the college normally will not notify the parent or guardian, but the police might choose to do so themselves.

- **Disclosures for other reasons**

The CIA reserves the right to notify a parent or guardian of a dependent student, or as otherwise permitted by law, for reasons other than those listed above, based on a judgment call of what is in the student's and the CIA's best interests.

## Campus Fire Safety

September is "College Fire Safety Month." Each year the Residence Life and Environmental Health and Safety Departments in New York organize a week of interactive activities and educational programs to heighten fire safety awareness on campus. All students are encouraged to attend and participate in as many of the programs as possible. The knowledge shared may save a life.

In accordance with state laws, all residence halls in New York and California are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power, exit signs, and building floor plans. Tampering with any of these will result in disciplinary action and, in some cases, criminal prosecution. See Residence Hall Fire Safety for more information about fire safety and prevention within the residence halls.



Student cooperation is appreciated and is a condition for continued residence. These regulations are subject to revision in order to comply with state and local law.

Fire alarms are installed in all campus building on all campuses for the protection of staff and students. Drills are scheduled in each building to acquaint students with building evacuation procedures and practice escape plans. Should an alarm sound, everyone must leave the building immediately and report to a designated assembly point. Students who do not leave immediately when the fire alarm sounds will be subject to disciplinary action.

False fire alarms can cause inconvenience and waste productive time, create hazards from unnecessary building evacuation, and create traffic hazards for responding emergency personnel. Excessive false fire alarms can cause building occupants to become complacent and noncompliant with emergency evacuation procedures. Maliciously causing a fire alarm by pulling a fire alarm box or any other manner, is considered among the gravest violations of CIA regulations and may result in arrest. Penalty for conviction is a \$1,500 fine and/or one year in jail. If a student is found to be responsible for causing a false alarm, the student may also be fined up to \$1,000 by the CIA.

<b>New York</b>	Campus Safety 845-451-1268 or 845-451-1111 (emergency)
<b>California</b>	Campus Security (CA) 707-548-2478 (Greystone) or 707-967-2588 (Copia) Pearl Security 210-554-6452
<b>Texas</b>	Managing Director 210-554-6452 San Antonio Police Department 210-207-7273 or 911 (emergency)

## Lost and Found

If an item is lost or found, please check with the following:

<b>New York</b>	Campus Safety, located behind Roth Hall
<b>California</b>	Safety and Security Desk, located in the Greystone Atrium, first floor
<b>Texas</b>	Administration Offices, third floor

## Personal Property and Valuables

The CIA does not carry insurance covering loss, theft, or damage to personal property. To help prevent losses, follow these guidelines:

1. Carry only a small amount of money at all times; never carry large amounts of cash.
2. Open an account at a local bank.
3. Be sure residence hall rooms and/or lockers are locked.
4. Inscribe names on all textbooks, knives, personal equipment, and clothing—and never leave them lying about unattended.
5. Acquiring a renter's policy from your insurance company is strongly recommended.

## Theft

Students can prevent theft by avoiding carelessness with valuables. Report any theft immediately to Campus Safety and to Residence Life. Always report any damage to personal property to insurance agents. Such damage claims are usually covered under the provisions of parents' homeowner's comprehensive insurance policy.

Unauthorized removal of food, prepared or unprepared, or alcoholic beverages from the kitchens, bakeshops, public restaurants, or designated dining areas of the CIA for personal use will be considered stealing, regardless of who's removing it.

Milk crates and CIA property such as pots, pans, dishes, silverware, glasses, chairs, etc., are not to be removed from classrooms or laboratories. If any of these items are found in student possession, students will be subject to disciplinary action and may lose housing privileges.

Students may be permitted to take home food items from a kitchen to support their educational experience with an education food pass signed by the appropriate faculty member. These items include, but are not limited to, class projects—such as showpieces and inedible products—and excess kitchen production. Education food passes are available through the instructors, and their signatures are recognized as appropriate authority on the passes. **Education food passes may not be issued for alcohol.** The college reserves the right to

inspect parcels and packages leaving the campus premises. For more information, see the Property Pass Policy.

Unauthorized possession of a master key is classified as "possession of burglar's tools," a misdemeanor, and is grounds for expulsion.

## Building Monitoring

Interior spaces of the campus buildings are under surveillance monitoring 24 hours a day. Many campus buildings and facilities are accessible during the CIA's normal business hours. Unauthorized or after-hours entry is recorded and automatically alarmed.

In New York and California, the exterior doors of most residence halls are controlled by an electronic card access system and remain locked at all times.

## Parking Permits

All vehicles parked on campus or in CIA-authorized parking lots should have the authorized decal properly affixed to the left side of the rear bumper. Failure to display this decal in the designated location may result in a vehicle being ticketed, immobilized, or towed. Parking registration stickers are non-transferable, and students need to register any new vehicles or other changes. Students are subject to a \$50 fine each time their vehicle appears on campus or in CIA-authorized lots without an official parking permit properly displayed. Permits are issued by:

**New York** Campus Safety

**California** Office of Safety and Security

**Texas** Pearl Properties

## Temporary Parking

Vehicles being used on a temporary basis must also be registered to receive a temporary permit. These permits may be obtained as outlined in Parking Permits.

## Vehicle Registration—NY & CA

Having a car on campus is a privilege, not a right; therefore, students must follow outlined policies regarding parking. To be eligible for parking, students must have valid registration and insurance

for the vehicle owned or driven. The college is free from any liability arising from private vehicles parked anywhere on campus.

## Motorcycles—NY & CA

Motorcycles parked on campus must be registered with Campus Safety/Security. Directions to motorcycle parking will be provided. In New York, motorcycles will be issued a parking decal that will need to be affixed to the motorcycle.

## Disabled/Medical Parking—NY

Students who have state-issued disabled/handicap parking permits may park in all designated parking spaces with the exception of those in the Anton Parking Garage in New York.

Students who require parking accommodations due to a permanent or temporary disability should obtain a disabled parking permit at the Town Hall in the Town where they reside (Hyde Park for resident students). To apply for the permit in New York State, students need to complete an [Application for a Parking Permit or License Plates, for Persons with Severe Disabilities](#).

Students should present their CIA student ID card or a recent tuition bill, along with their driver's license and the completed form at the Hyde Park Town Hall, 4383 Albany Post Road, Hyde Park, NY 12538.

Students requiring a short-term medical/disabled parking accommodation until such time they can acquire a handicap permit should request such an accommodation from the Health Services office.

## Parking—NY

Student parking is signified by yellow parking spaces. Students are authorized to park in the following designated areas only:

- Commuter parking with a valid permit.
- Residential student parking, north of the athletic fields.
- Weekday parking in the two-tiered parking area, known as Gruyere parking lot and the parking spaces along the roadway in front of the Student Commons are available to commuter students only when using the facilities within the Student Commons. Only commuter students may park in the Gruyere parking

area. Parking in those spaces at other times—even when attending class in the Student Commons—is prohibited. During weekdays, no residential parking is permitted in these areas; no parking is allowed between midnight and 5:30 a.m.

- Convenience parking areas, available near each of the residence halls for quick pickup and drop-off situations of 15 minutes or less. These spaces are for everyone's convenience, so the time limit will be strictly enforced. Four-way hazard flashers must be used.
- Weekend student parking—residential students may use the two-tiered parking area near the Student Commons, known as Gruyere parking lot, and the faculty/staff parking lot adjacent to the cemetery from 6 p.m. Friday to 6 p.m. Sunday; towing will begin promptly at 6 p.m. on Sunday.
- Commuter students may park in the Morel parking lot during Saturday and Sunday library hours.

**NOTE:** Guests of residential students are subject to the same parking guidelines. Students or guests of residential students are not permitted to park in the Anton Plaza parking garage at any time. This includes the handicap spaces whether or not a student is in possession of a state handicap parking permit. Handicap spaces are available near the Campus Safety office.

#### **Vehicles are not allowed:**

- Outside painted spaces in parking lots
- In areas marked by "No Parking" signs
- On the grass or other unpaved areas
- In fire lanes or fire zones
- In an unauthorized parking lot (i.e., faculty, staff, visitor)
- In designated recreational areas
- To park overnight in front of or around the Student Recreation Center (parking for commuters is permitted only while using the Center)
- To park in a handicap or medical parking permit space without an approved permit

Commuter students must obtain a commuter parking decal for their vehicle. Decals are available at the Campus Safety office, and must be affixed to the

left side of the vehicle's rear bumper. Commuter parking is located along Route 9 in the gated area just south of the north entrance to campus.

Spaces for faculty/staff and visitors are signified by white spaces. Areas marked "Visitors" and "Restaurant Parking" are for the use of CIA guests only. Please do not park in these spaces.

Students must notify Campus Safety if they are planning to leave their vehicle on campus for summer or winter break, or during the Global Cuisines and Cultures trips; this parking privilege is based on availability of spaces. Students may not leave their cars on campus during their externship semester or during their semester off campus for the bachelor's degree concentrations.

Areas of up to 75 feet around all buildings are designated as FIRE ZONES. All access roads to campus buildings are FIRE LANES. Parking at residence hall entrances is therefore illegal. Fire lanes and fire zones must be kept clear at all times to ensure maximum safety to all residents. In addition, students may not wash cars or any other vehicles on campus.

#### **Move-in Day Parking—NY**

During periods of high traffic volume, especially student move-in days, Campus Safety must regulate the number of vehicles near the residence halls to keep fire lanes available. During student move-in, only new students' vehicles are permitted to enter the residence hall areas. All residents and visitors will be directed to a parking lot. Campus Safety may also regulate traffic and create a one-way roadway during this time, with the entrance to residence hall areas located near the Conrad N. Hilton Library and the exit located near the student lodges.

#### **Parking—CA**

The CIA is honored to be a strong member of the St. Helena community and strives to be as environmentally responsible as our neighbors. As such, the college must minimize traffic between the Vineyard Lodge Housing Center and the main campus in order to reduce the overall number of vehicles on the road. Regular shuttle service is provided between the Vineyard Lodges and the main campus.

Students are authorized to park in the following designated areas only:

- With a proper permit sticker, parking on campus is permitted for commuter students living in off-campus accommodations, as well as students residing in the on-campus Guest House. Student parking is available in the parking lot immediately in front of the Greystone building. Please keep clear of fire lanes and handicapped parking spaces.
- Residents of the Vineyard Lodge Housing Center are permitted to park at that property only. A shuttle is provided to transport students back and forth between the Lodges and the main campus.
- Student parking is available at the main campus on all non-instructional days.

Due to limited parking, please do not leave vehicles on campus during externship or a leave of absence, or after graduation. If a vehicle is left on campus during these periods, it will be considered abandoned and removed at the owner's expense.

During times of high volume, there may be occasions where the main parking lot is full. Should this be the case, students can park at the Vineyard Lodge Housing Center property. Regular shuttle service to campus is provided each instructional day.

## Parking—TX

The CIA student Parking area is located on E. Elmira St between E. Grayson St. and Schiller St. A diagram is included in the student orientation packet.

All vehicles must be registered with The Pearl. Failure to register your vehicle could result in The Pearl fines and sanctions from the CIA.

In addition to the free student parking in designated area, students can also utilize The Pearl's paid parking:

Monday-Thursday \$3 flat rate  
Friday-Sunday \$8 flat rate

Payment for parking areas will be cashless and can be paid by:

Text-to-pay with codes specific to each lot  
QR Code  
Pay Station

## Enforcement

1st Violation- Warning  
2nd Violation- \$10 Ticket  
3rd Violation- \$20 Ticket  
4th Violation- Vehicle Boot with \$35 removal fee

## Disabled Vehicles

If a vehicle becomes disabled and is blocking a fire zone or obstructing traffic, please report this immediately to Campus Safety in New York, the Office of Safety and Security in California, or Pearl Security in Texas so remedial action can be taken. If a vehicle's battery is dead, the safety/security officers will provide assistance. They have equipment to jump-start most automobiles. They also have tools to unlock vehicles if keys are locked inside.

Vehicles left on campus without valid registration plates attached will be removed from campus at the owner's expense. If the vehicle is sold, yet not currently registered, the last owner will be responsible for owed fines or towing expenses.

## Traffic and Parking Violations and Fines

If students fail to obey the campus speed limit of 10 miles per hour, disobey a stop sign, drive recklessly, park illegally, or commit some other traffic violation on campus (as defined in the NY State Vehicle and Traffic Law), they will initially receive fines. Further violations will result in additional fines and a referral for disciplinary action. Students who continuously fail to comply with parking or traffic guidelines may have their vehicles immobilized or towed (at own expense and risk) and will face a loss of parking privileges and the privilege to operate a vehicle on campus. Excessive violations may result in suspension from the CIA. All parking violations are \$50. The fine for on-campus moving violations, such as speeding, going the wrong way on one-way roads, going through stop signs, and failing to yield to a pedestrian in a crosswalk is \$75. Moving violation tickets will be mailed or e-mailed to the violator. Fines are charged to individual student accounts. If vehicles are left in a fire lane while loading or unloading items or passengers, one person should

remain in the vehicle so it can be moved in an emergency. Students are responsible for parking and moving violations incurred by their guests.

**Parking and Moving Violation Process**

Students who receive more than three tickets total will be referred for disciplinary action.

<b>First three tickets:</b>	\$50 or \$75 fine each, depending on violation. Continued fines Student will be referred for disciplinary action
<b>Total of four to five tickets:</b>	Student will be referred for additional disciplinary action Student placed on parking contract by Student Affairs Office Student vehicle may be immobilized* ("booted") or towed**
<b>Further violations (total of six tickets):</b>	\$100 fee to remove boot \$100+ fee for towing Loss of privilege to park and operate a vehicle on campus for 15 weeks

\* Do not attempt to remove the boot. Students will be subject to additional sanctions through the college and will be financially responsible for any damage to the boot.

\*\* Towing at own expense and risk

Violating suspended parking/driving privileges may result in permanent loss of vehicle privilege and/or suspension from the CIA.

All fine monies collected are deposited to the P.A.R.C. student scholarship to assist students with financial need.

**Appeals**

To appeal a parking or moving violation, students must fill out a [Parking Appeal form](#). Students must make their appeal within five days of receiving a ticket. The ticket must accompany the appeal. This is the final step in the appeal process.

Tickets issued for the following reasons cannot be appealed:

1. Parking permit was not properly displayed on vehicle.
2. Parking in designated fire lane.

Also, fees paid for boot removal or towing cannot be appealed.

	<b>Appeal forms are available at:</b>	<b>Appeals will be reviewed by:</b>
<b>New York</b>	Parking Appeal Form	Student Solicitor General of the Judiciary Board
<b>California</b>	Office of Safety and Security	Manager of Campus Safety and Facilities and Assistant Dean of Student Affairs
<b>Texas</b>	Student Services Center	Academic Standards Committee and Pearl Security

**Bicycles—NY**

From April to October, a bicycle can be a great tool to explore Hudson Valley, including state/national parks and bike trails, and for navigating the campus. The Office of Student Activities, Recreation, and Athletics provides a bike-share program allowing students to use a bicycle from the Student Recreation Center.

In addition, students may bring personal bikes to campus to use during the spring, summer, and fall seasons. Bikes are not allowed to be kept on the campus grounds during the winter months, December–April, due to snow removal needs.

- Any student who brings a personal bike to campus is required to register it with the Campus Safety Office
- Bikes must be registered within three weeks of bringing them to campus.
- There is no cost for this registration and only requires the completion of a registration form.
- Once completed, students will receive a registration sticker that must be placed in a location that is easily visible indicating the bike has been registered and is allowed to be parked at any of the various bike racks located throughout the campus.
- Registering personal bikes also provides a record of ownership in case a bike is ever stolen.
- Registered bikes are only permitted to remain on campus while a student is physically attending classes at the New York campus.
- Any electric or motorized E-Bikes are prohibited on campus properties.

Any student who keeps their bike on campus is expected to secure the bike at one of the provided

bike racks using their own bike lock. For convenience, bike racks can be found in the following locations:

- Near K-18
- Near The Egg/Student Commons
- At each residence hall (Metz, Angell, Dargan/Rovetti, and Rosenthal)
- At each lodge (Cinnamon, Nutmeg, Juniper, Clove, Ginger, and Cayenne)
- At each townhouse (Point, Carême, and Escoffier)

The college is not responsible for any bikes stolen or damaged while on campus. Students may keep a bicycle in their room as long as it doesn't block egress or access.

Unregistered bikes or bikes left by a student not physically attending classes at the New York campus will be considered abandoned. At several times throughout the year abandoned bikes will be gathered and stored for a period of three weeks. Any bike not claimed will be donated or discarded as deemed appropriate by the college.

## Weapons

Students cannot possess any rifle, shotgun, or firearm on any CIA campus. In addition, the CIA Weapons Policy prohibits bringing a weapon or replica of a weapon onto college property.

During first-year students' orientation, residential students in New York and California will be given the opportunity to immediately surrender any weapon to Campus Safety or Security for safekeeping. A receipt will be issued, and safety or security will assist with disposing of any lawfully possessed weapon. Beyond this initial grace period, the CIA Weapons Policy will be strictly enforced.

## Advisory Committee on Campus Safety—NY

New York State education law requires all private colleges to appoint an advisory committee on campus safety. The committee reviews current campus security policies and procedures and makes recommendations for their improvement. The Student Safety and Sexual Assault Awareness Committee is under the supervision of the vice president and dean of student affairs and/or

designee. The committee meets annually at a minimum. The chair is currently a member of Student Affairs, the director of campus safety is a permanent member, and the committee must consist of at least six members, with one-half of the membership being female. Membership must also consist of students as well as faculty/staff. A report is submitted to the college president at least once each year.

## Soliciting and Canvassing

Soliciting or canvassing on campus by outside firms, businesses, staff, or students acting on behalf of such is strictly prohibited. Students may not use bulletin boards, doors, walls, student rooms, or the internal mail system for this purpose.

The CIA prohibits the advertising, marketing, or merchandising of credit cards to students on campus. For more information, see the Credit Card Marketing to Students Policy.

## Skating on Campus—Skates or Skateboards

A safe campus environment must be maintained for everyone, and all individuals using modes of transportation are expected to refrain from reckless behavior that endangers individuals and property. If using campus roadways, students assume personal risk and will be held liable for their actions. The following policies apply to all types of skating:

1. Skating is prohibited during quiet hours (11 p.m.–8 a.m., Sunday–Thursday; 1–9 a.m., Friday–Saturday).
2. Skating is prohibited inside all campus buildings, including dining areas, classrooms, and kitchens.
3. In New York, skating is prohibited on Anton Plaza and Beverage Garden Plaza.
4. In California, skating is prohibited on the Herb Terrace.
5. Skating is prohibited on sidewalks.
6. Skaters are strongly encouraged to wear protective equipment.

If students violate the skating policies, they will be issued a "Notice of Infraction" citation, which may include a warning or successive fine (\$25, \$50, \$75). The privilege of using skateboards or skates may be revoked for repeat offenses. Students may appeal a



"Notice of Infraction" through the Student Affairs or Student Services Offices, and payment of fines is made to Student Financial and Registration Services. All fines collected go toward CIA student scholarships.

### Use of Motorized Bicycles, Scooters, Skateboards, and Hoverboards on Campus

A safe campus environment must be maintained for everyone, and all individuals using modes of transportation are expected to refrain from reckless behavior that endangers individuals and property. If using campus roadways, students assume personal risk and will be held liable for their actions. The following policies apply to the use of electric/motorized bicycles, scooters, skateboards, and hoverboards:

1. Use is prohibited inside all campus buildings.
2. In New York, use is prohibited on Anton Plaza and Beverage Garden Plaza.
3. In California, use is prohibited on the Herb Terrace.
4. Use is prohibited on sidewalks.
5. Operators must obey all rules of the road (i.e. speed limit, stop signs, one-way signs)
6. These electronic/motorized conveyances are prohibited inside all dining areas.
7. Users are strongly encouraged to wear protective equipment.
8. Hoverboards are not allowed to be stored in the residence halls or charged anywhere on campus.

If students violate the hoverboard policies, they will be issued a "Notice of Infraction" citation, which may include a warning or successive fine (\$25, \$50, \$75). The privilege of using a hoverboard may be revoked for repeated offenses. Students may appeal a "Notice of Infraction" through the Student Affairs or Student Services Offices, and payment of fines is made to Student Financial and Registration Services. All fines collected go toward CIA student scholarships.

## CIA Safety Report

*A Commitment to Your Safety: CIA Campus Safety Report* is required by federal law and contains policy statements, crime statistics, and fire statistics for the college.

The policy statements address the CIA's policies, procedures, and programs concerning safety and security, such as policies for responding to emergency situations and sexual offenses. Statistics by campus are included for certain types of crimes reported to have occurred on campus, in or on off-campus buildings and property owned or controlled by the CIA, and on public property within or immediately adjacent to campus.

This report is available online on the following pages of the CIA website: <https://www.ciachef.edu/ny-safety/> and [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information).

Students may also request a hard copy of the report from:

**New York** Perry Soule, Director—Campus Safety

**California** Director—Campus Safety and Facilities

**Texas** April Goess, Managing Director

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education (DOE). These statistics can be found via the DOE website search features at [ope.ed.gov/security](http://ope.ed.gov/security). A hardcopy report of the statistics may be requested by contacting the director of campus safety at the New York campus at 845-451-1300 and will be provided within 10 days of the request.

## Student Services

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### Career Services—TX

Career Services is supported through the Library Learning Commons on campus. Students managing their career means ongoing, active dedication to moving their career forward—securing a job begins long before looking at postings and sending applications. Career Services is here to assist students with:

- Creating career goals and specific plans to achieve them.

- Support with externship and job searches.
- Help with navigating the Culinary Connect website and reaching out to employers
- Creating résumés, cover letters, portfolios, profiles, and any number of other means of advertising skills and value to employers.
- Finding and creating opportunities for career advancement.

Students will be introduced to Career Services during orientation and externship planning. Through group presentations and one-on-one advising sessions, students will be prepared to seek out and secure an externship location. Career Services will remain in contact with students during their externship experience. Then, as students prepare to graduate, they will work with their advisor on career planning or their transition to the New York campus to continue their education in one of the CIA's bachelor's degree programs.

### Recruitment Opportunities

Students at the CIA San Antonio can take advantage of announcements of new employers seeking workers. These opportunities will be communicated to students via their CIA student e-mail account and posted on <http://ciachef-csm.symplicity.com>

In addition, employers recruit on the CIA's New York campus during Career Fairs and throughout the year for both externship and full-time job opportunities. Students should watch for announcements so they can identify employers of interest. If students are interested in any of the positions available at a particular Career Fair, they can submit their résumé to prospective employers directly.

## Center for Career and Academic Advising—CA

At Greystone, the Senior Career and Academic Advisor is located within the Education Office on the third floor and supports CIA students and graduates with their career management and academic needs. Career and Academic Advising is here to assist students with:

- Creating career and academic goals as well as specific plans to achieve them.
- Building a professional network.

- Creating résumés, cover letters, portfolios, profiles, blogs, social media presence, and any other means of advertising skills and value to employers.
- Preparing for Career Networking Days and On-Campus Recruiting events, as well as for interviews.
- Finding and creating opportunities for career advancement.
- Achieving academic success.
- Creating individualized strategies to succeed both in and outside the classroom.

Students will be introduced to Career and Academic Advising during new student orientation. Through Externship Orientation on Moodle and one-on-one advising sessions, students will be prepared to seek out and secure an externship location. The senior career and academic advisor will remain in contact with students during their externship experience. Then, as students prepare to graduate, they will work with their advisor on career planning or their transition to the New York campus to continue their education in one of CIA's bachelor's degree programs.

### Career Networking Day and Recruiting Days

Students at Greystone can take advantage of recruitment opportunities and presentations held on campus. These opportunities will be communicated to students via CIA student e-mail and posted on the Career and Academic Advising bulletin board. Career Networking Days are held in the fall, spring, and summer each academic year and Recruiting Days are held multiple times throughout the term.

In addition, employers recruit on the CIA's New York campus during Career Fairs and throughout the year for both externship and full-time job opportunities. Students should watch for announcements so they can identify employers of interest. If students are interested in any of the positions available at a particular Career Fair, they can submit their résumé to prospective employers directly.

## Center for Career and Academic Advising—NY

See also the [CIA Academic Catalog](#).

The [Center for Career and Academic Advising](#), located in Roth Hall, Room E-255, supports students from their transition to the CIA in their first semester to the launch of their career after graduation. Within the center one will find International Student Services, Transfer Credit Services, Student Work programs, and Career & Academic Advising. The Career and Academic Advising team is here to assist with the creation of academic and career goals and developing specific plans to achieve them. Each incoming student is assigned a career and academic advisor. Advisors will work with students to develop academic schedules, discuss time-management techniques, and strengthen study skills. In addition, advisors assist students with the creation of résumés, cover letters, portfolios, profiles, blogs, and any number of other means of advertising individual skills and value to potential employers. Career and academic advisors assist students with selecting and preparing for their externship experiences. Advisors also aid with planning for life after graduation, job search strategies, connecting with employers, or continuing education.

### On-Campus Interviewing

Employers recruit on the CIA campus during Career Fairs and throughout the year for both externship and full-time job opportunities. Students should watch for announcements so they can identify employers of interest. Interview sign-ups may be done in person in the Center for Career and Academic Advising. To properly prepare for the interview, be sure to research information about the employer and available opportunities.

When students sign up for an interview, they make a commitment the CIA considers extremely important. Students need to provide appropriate notice to cancel an interview appointment, barring extenuating circumstances.

## Counseling and Psychological Services (CAPS)

### Counseling and Psychological Services (CAPS)—NY & CA

Personal difficulties and emotional stress can negatively affect students' quality of life and ability to

succeed. The role of CAPS is to help students achieve professional and personal goals and to address problems that may get in the way of success. Speaking with a trained, objective professional can increase self-awareness and help to build better coping strategies and resilience.

Students use CAPS, for a variety of reasons. These include life and career transitions, adjusting to a new environment, anxiety, stress, relationship difficulties, family matters, low self-esteem or confidence, depression, and alcohol or drug use concerns.

For currently enrolled New York and California students who are not on leave, there is no cost for counseling services on campus.

**Confidentiality and trust** are especially important to the counseling process. As governed by law, the information disclosed in counseling will not be shared with anyone outside of Counseling and Psychological Services. Counseling records are not part of education records. The office is staffed by licensed mental health professionals who abide by codes of ethics, and by federal and state laws regarding confidentiality.

**Individual personal counseling** is focused on the needs of the student. Students and their therapist will discuss their concerns and produce plans to address them. We offer what is described as "talk therapy." This includes solution-focused counseling, such as cognitive-behavioral therapy.

Some concerns require a comprehensive treatment approach, which means that talk therapy will be only one part of the care. We can assist students with referrals to area psychiatrists, nutritionists, or other specialists as needed. For instance, eating disorders should be addressed with therapy, medical monitoring, and nutrition counseling. We work with students' other provider(s) as part of their treatment/support team.

**Alcohol and other drug use concerns** can be assessed in confidence by CAPS. We can help students plan a broad approach to dealing with substance misuse and related personal matters. As needed, we work in collaboration with community-based treatment resources. Please note that we do not provide court-ordered counseling but can refer students to appropriate providers.

**When students are concerned about a friend,** they may request a consultation with a counselor. We will discuss the concerns and provide suggestions for managing the situation and referring a friend for appropriate assistance.

**Confidential support for sexual assault, relationship violence, stalking, or harassment** is provided by CAPS. We provide services for students who have experienced sexual assault, other violent crimes, or harassment. *Please note that we are not involved in the investigation or grievance process, and we do not report information to campus officials.* As such, we provide a place for students to discuss their concerns without having to file a formal complaint. We can help students understand the resources available, explore options for reporting incidents, and provide emotional support. As needed, psychotherapy can help address the emotional aftermath of these incidents.

**Educational programs** for wellness-related topics (e.g., mindful meditation) are offered by our staff counselors. Also, we offer confidential screening programs for depression, anxiety, and substance abuse.

Therapists typically work by appointment in order to set aside time to address concerns. For urgent mental health concerns, a same-day consultation can be requested. If students need to reschedule the time or decide not to attend, it is requested that students please contact us as far in advance as possible so another student may have access to an appointment. Students who miss multiple appointments without advance notice may be denied CAPS services and referred off campus instead.

Our offices are open from 8:30 a.m.–5 p.m., Monday–Friday. Please note that our offices are closed during the winter and summer break periods. To schedule an appointment or visit CAPS, please call or go to:

**New York** 845-905-4241  
Student Commons Room 218  
**California** 707-967-2443  
Rhodes Room, located inside the main entrance

**Crisis intervention**, outside of our regular office hours, can be requested through Campus Safety/Security or by contacting:

**New York** Dutchess County Helpline at **845-485-9700** for 24-hour support  
**California** Napa County Crisis Hotline at **707-253-4711** for 24-hour support

## Counseling and Mental Health Resources—TX

Personal difficulties and emotional stress can affect a student's quality of life and ability to learn. Speaking with a trained, objective professional can increase self-awareness and help students to build better coping strategies and resilience.

If students are already under the care of a psychiatrist and/or therapist, they may want to transfer their care to local resources in order to have appropriate support during their time at school.

Students should check with their insurance provider for a list of therapists and psychiatrists in Bexar County who accept their insurance. Students without insurance should consider purchasing coverage.

If students need mental health services or experience a mental health crisis, the following resources are available in the San Antonio area:

**Bexar County Mental Health** 210-223-7233, 24 hours a day  
**The Center for Health Care Services** 1-800-316-9241, 24 hour crisis care helpline

## 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 the student body. As such, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Disability Services function of the Learning Strategies Center is dedicated to ensuring that disabled students have equal access to all programs and curricula. Additional information and forms can be found on the student portal (CIA Main Menu) by selecting Academic Services and Support, and then Library Learning Commons.

The LSC/LLC will assist qualified students in attaining reasonable accommodations and support services. The 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, audio books, 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 responsibility of students to initiate a request for services and remain involved as committed learners who have taken charge of their own needs. Due to confidentiality laws governing institutions of higher education, students must disclose their disability with the Office of Disabilities to request accommodations from each instructor and/or other staff members and departments on campus. Students with disabling conditions who desire accommodations for a class, quiz, midterm, or final exam must request the accommodations with the Office of Disabilities for every instance. Students should notify instructors of their disability and need for accommodations during the first week of class.

### Dietary Restrictions

Understanding that some students may have medical restrictions—including food allergies and sensitivities—that affect their diet, the college's Disability Services 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 the necessary staff members. For information about reasonable accommodations for class assignments, product handling, and/or student dining options as related to medical dietary restrictions, please [contact](#) the Disability Services Department.

Learn more about facilities and services for students with disabilities at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information).

## Student Health Services

### New York

Student Health Services offers services including: first aid and emergency response, visits for illness and injury, follow-up care, routine vaccinations, health education and health screening. The services of registered nurses and a family nurse practitioner are available at Student Health Services. The cost of off-campus medical visits, prescriptions, and vaccines are the responsibility of the student.

There is a \$30 fee for the family nurse practitioner's consultation which will be charged to the student's financial account. If any in-house testing is performed, associated fees will be added to the visit charges. If students have insurance that covers prescriptions, they will need to provide this information to the off-campus pharmacy before filling the prescription. Students should be aware that some out-of-state prescriptions may not be filled in New York State. The nurse practitioner in Health Services can prescribe refills for most medications.

In addition, if a student has an illness that the nurse practitioner or Department of Health feels would endanger other students, it may be mandatory that the student leave campus.

Campus Safety should be notified of all emergencies by calling 845-451-1111. Any Emergency Room or Urgent Care visits should be reported to the Health Services Office.

### California

If students experience a minor injury while on campus, there are first aid kits available in all teaching kitchens and residence halls at CIA Greystone. First aid is provided on campus by the Office of Safety and Security. For more serious injuries, visit the Emergency Room located five minutes away at St. Helena Hospital, 10 Woodland Hill, St. Helena. The cost of off-campus medical visits, prescriptions, medications, and vaccines will be the responsibility of the student. Please report Emergency Room or Urgent Care visits to the Office of Safety and Security.



## Texas

If students experience a minor injury while on campus, there are first aid kits available in all teaching kitchens. For more serious injuries, students should contact their instructor for directions, or to request transportation, to the emergency clinic or hospital. The cost of off-campus medical visits, prescriptions, medications, and vaccines will be the responsibility of the student. Please report Emergency Room or Urgent Care visits to the director of education or the student services manager.

## Pre-Entry Medical Requirements

Students are required to have a complete physical with a medical provider within the year prior to their entry date. The provider will need to sign and date paperwork documenting the encounter and immunization records.

The Department of Health and the CIA require documentation of having received two MMR (measles, mumps, and rubella) vaccinations or lab immunity to MMR prior to entry, as well as a screening for tuberculosis (TB). If these requirements are not met, students will need to be immunized against MMR and/or screened for TB. The CIA also requires vaccination against hepatitis A, provided in two injections separated by six months. Vaccination against hepatitis B is recommended but not required in New York or Texas. It is required for students less than 19 years of age in California. The hepatitis B vaccine is given in three injections over a six-month period. The meningitis ACWY vaccine, which protects against meningitis is required in Texas for student less than 22 years of age and is recommended in New York and California. The meningitis vaccine is available in one injection. All students in California and New York, regardless of meningitis vaccination history, will need to sign and date a meningitis response form which can be found in the medical admission packet. Meningitis B vaccination is not required on any campus.

Students should make arrangements with a health care provider to administer any required immunizations prior to their entry date. Any follow-up vaccinations can be obtained either on-campus in Hyde Park, or through an off-campus provider when

necessary. At the New York campus, Health Services can administer vaccines; vaccine fees will be charged to the student's financial account.

A comprehensive Vaccination Policy can be found on the CIA Main Menu Policies and Procedures page.

## Medical Contract

If students arrive on their entry date with missing or incomplete medical information, they will need to sign a contract stating that all medical forms, immunizations, and required lab tests will be completed by the end of their first week or students may be subject to a \$200 charge. If students do not comply with this contract, their name will not be added to the class roster, and they will not be permitted to attend classes until all information is completed and approved by Health Services in New York. Students are also responsible for paying the class makeup fee.

## Health Insurance

The CIA has incorporated a mandatory annual student health insurance plan through United Health Care beginning September 1, 2022. The plan is offered to all domestic and international full-time students. Domestic students may waive out of the health insurance plan by providing proof of current, comparable health insurance coverage through a family or individual plan. **International students are not eligible to opt out** and must enroll in the plan offered by the CIA. Cost of insurance for students starting in the Spring or Summer semester will be pro-rated accordingly. For more details about coverage and enrollment, please contact Haylor, Freyer, & Coon at (866) 535-0456 or email [student@haylor.com](mailto:student@haylor.com)

Students taking the Global Cuisines and Cultures trip are encouraged to review international travel insurance options.

## Medical Provider's Release

After any injury or illness which prevents or impacts a student's ability to attend class or meet the technical standards of the college, the student will need to obtain a release from the Health Services Office or an off-campus medical provider to return to class at full duty without restrictions. If a student needs temporary accommodation(s), they are



instructed to coordinate with the Learning Strategies Center staff on their campus. If an extension is needed following a term of temporary accommodation(s), students may need additional medical clearance to return to class at full duty without restrictions. Any absences accumulated during the time of illness or injury, or while waiting for medical clearance are subject to the limits outlined in the [Policy on Attendance](#) in the CIA *Academic Catalog*.

## Technology on Campus

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### Online Resources

Prior to arrival to campus, students receive login account information for the online resources that are available. For any questions about login information, please contact the Student Help Desk by e-mail at [ITHelp@cia.culinary.edu](mailto:ITHelp@cia.culinary.edu) or call 845-451-1698.

### CIA Main Menu

CIA Main Menu is the online portal where students can go for all campus-related news, announcements, and information including grades, class schedule, financial aid, and student account records. Current students can also view and request room changes and submit housing applications to the Residence Life Office. Access to online course registration for students in their junior and senior years is also available on CIA Main Menu.

### CIA Student E-mail Accounts

The CIA-issued e-mail account is the official way in which the faculty and administration communicate with students. This e-mail account allows the college to communicate various and often sensitive information in a secure way. Students are responsible for checking their CIA-issued e-mail on a regular basis.

### Conrad N. Hilton Library Catalog

Students can access the CIA's library holdings at the main campus online at <https://library.culinary.edu/> to find books, DVDs, videos, images, periodicals, and more.

### Culinary Course Management System

Moodle is the online learning platform students will use to access their course materials online. Instructors post course guides, recipe manuals, and other supporting material such as PowerPoint presentations, videos, and assignments in Moodle. Access to courses in Moodle is only available to students while currently enrolled. Updated PC Software, MS Office, and Internet browser required. Firefox is the preferred Internet browser for Moodle. Please see hardware and software recommendations on the ITS pages of the CIA Main Menu.

### Culinary Connect

The CIA's Culinary Connect houses information on thousands of employers and even more approved externship, part-time, and full-time positions available for CIA students and graduates, providing career services for life. Visit Culinary Connect at <https://ciachef-csm.symplicity.com>.

## Student Computer Labs

If students do not have their own computer, there are more than 120 PCs in 10 labs available for student use. The computers are equipped with the software needed to complete your schoolwork. Many of these labs are equipped with black-and-white and color laser printers and scanners. Individual tutoring sessions are also available. Computer lab locations include Conrad N. Hilton Lab\*, Conrad N. Hilton Library reference area\*, BPS Computer Lab\*, Career Services Placement Lab, Library Learning Commons, and residence halls\*\*. For more information, please visit the Computer Lab Info page by pressing the "Computer Lab info" button on the Information Technology Services (ITS) page on the CIA Main Menu under the "Services and Support" menu tab.

*\*Printing available (Printing also available in Student Recreation Center.)*

**New York**

*\*\*Ginger Lodge Residence Hall has 24-hour printing available.*

### Conrad N. Hilton Lab

The Conrad N. Hilton Lab is a full-service and fully staffed computer lab. Services and supplies are paid for using Culinary Cash, and include black-and-white and color printing, résumé paper, envelopes, transparencies, lamination, faxing (sending and receiving), scanning, and tutoring.

Lab hours locations can be found on the CIA Main Menu. If students have questions regarding lab hours or services provided, they can call the ITS Client Services Manager at 845-451-1746 or contact the Student ITS Help Desk by email at [ithelp@cia.culinary.edu](mailto:ithelp@cia.culinary.edu).

Greystone's computer laboratory is located on the southwest corner of the third floor of the main building next to the Education Office. Hours are Monday–Friday, 6 a.m.–10 p.m. Saturday and Sunday hours are available by arrangement with the Office of Safety and Security.

**California** The computer lab is equipped with a wide variety of software programs and also provides services such as printing and scanning. For more information, please visit the Computer Lab Info page by pressing the “Computer Lab info” button on the Information Technology Services (ITS) page on the CIA Main Menu under the “Services and Support” menu tab.

The computer laboratory is located on the third floor of the main building in the library. Hours are Monday–Friday, 6 a.m.–8 p.m. The computer lab is equipped with a wide variety of software programs and

**Texas** also provides services such as printing. For more information, please visit the Computer Lab Info page by pressing the “Computer Lab info” button on the Information Technology Services (ITS) page on the CIA Main Menu under the “Services and Support” menu tab.

## Student Help Desk

Support for CIA accounts and student-owned computers is offered by the ITS Student Help Desk. The Student Help Desk is available to assist you with student account issues, connecting to the wireless network, installing Office 365, printers, and other software, preventing and removing malware infections, and answering any other technology-related questions. We can be reached by e-mail at [ITHelp@cia.culinary.edu](mailto:ITHelp@cia.culinary.edu) or by phone at 845-451-1698. For more information, please visit the Information Technology Services (ITS) page on the CIA Main Menu under the “Services and Support” menu tab. Advanced device and account support will be available by phone, MS Teams meeting or in person during regular business hours only.

## Wireless Network

The CIA has a state-of-the-art network infrastructure that supports a high speed wireless network. Residence halls as well as several other buildings on campus are equipped with an 802.11 a/b/g/n/ac-compliant wireless network.

### If students bring their computer to campus...

Recommended Hardware Specifications (minimum):

- Intel or AMD Dual Core Processor or better
- 4 GB RAM
- 100 GB Hard Drive
- 802.11a/b/g/n/ac-compliant

### Software Requirements:

- Microsoft Windows 10 and newer, or Apple macOS 11 and newer. All operating system software should be fully updated with the most current patches.
- MS Office 365 - Included with CIA Email Account
- Updated Internet browser. Having an alternate browser or two installed on your device is highly suggested
- Current antivirus and anti-spyware software installed and up to date
- Updated wireless adapter drivers if they plan on using the wireless network
- Online course components require Internet access, provided on campus. If you are not on campus, you will need to obtain an Internet Service Provider (ISP).

### 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.

### Wireless Network Support

As a first step in troubleshooting wireless network problems, students must have their device reviewed by the Student Help Desk during support hours. Contact the Help Desk by email or phone to schedule a review of your device. Any recommendations the Student Help Desk makes must be followed before any further troubleshooting will be done. In-room visits are made only to survey wireless coverage statistics when all other options have been exhausted. All software, hardware, and other configuration changes must be done as suggested by Student Help Desk prior to scheduling a wireless survey.

# Campus Life

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For the duration of students' studies, The Culinary Institute of America is the focal point of their life. That's why we offer many opportunities to make the stay with us as fulfilling and enjoyable as possible. We encourage students to positively contribute to extracurricular life on campus. This section details campus life and the various services available.

## Campus Life—California Student Activities

We encourage students to take advantage of on-campus student activities at Greystone to pursue personal interests, meet other students, and hone professional skills. There are many benefits to being involved in student activities. In general, involved students achieve higher grades, develop better leadership and organizational skills, have more friends, and feel more connected to the college.

All student activities outside of Residence Life are organized through the Student Programming Involvement and Community Engagement (SPICE) board, which meets weekly on Monday evenings in the Ventura Center. All students are welcome to attend these meetings to present ideas for upcoming activities and events. Once an event is approved through SPICE, information will be advertised on the Grapevine, CIA Main Menu, the Ventura Center PowerPoint, and table tents. A calendar of events can also be found on CIA Main Menu under Campus and Student Life > The Grapevine—Greystone. When appropriate, signups will be posted on CIA Main Menu. Only current CIA students, faculty, and staff are permitted to take part in these activities. For more information about current activities or starting new activities, contact the student life coordinator.

## Clubs and Organizations

We encourage students to take advantage of a number of on-campus student clubs to pursue personal interests, meet other students, and hone professional skills. There are many benefits to being involved in student organizations. In general, such students achieve higher grades, develop better

leadership and organizational skills, have more friends, and feel more connected to the college. Students interested in clubs and organizations should contact the Assistant Director of Student Life.

## Organizing a Student Event

If students would like to organize an event on campus, the planning process should begin well in advance of the anticipated event date. Please see the Assistant Director of Student Life in the Education Office for more information.

## Campus Life—New York Student Commons

The CIA's Student Commons offers students state-of-the-art dining, athletic, and recreational facilities. Students can muscle inside for a layup on one of two official-size basketball courts which are easily converted for volleyball, dodgeball, and other sports activities. Enjoy a run on our indoor (1/12-mile) jogging track that encircles the courts from above. Or take part in a game on either of our two racquetball courts. Students will also find various aerobic and fitness programs, a six-lane swimming pool, and cardio and strength machines in the fitness room. The Student Commons also has student/faculty/staff locker rooms, Student Government Association/club meeting areas, and a multi-purpose room. A variety of fitness and recreational programs and wellness services are scheduled throughout the year and are open to all students. Students may bring one guest (must be 18 years of age or older) with them per visit to use the recreation center area of the Student Commons. All guests must produce photo identification and register with the Student Recreation Center front desk. Students are responsible for their guests' behavior.

## The Egg

Located in the Student Commons, The Egg is an extraordinary area that serves all student dining needs, and is also a great place to hang out, relax, and have some fun. Students have a wide variety of dining choices at The Line, The Café, and a foodservice concept designed and operated by bachelor's degree students. Other features include a microbrewery which serves as a classroom and

production facility for the campus, a stage for entertainment events, and a marketplace featuring a variety of fresh, seasonal foods and beverages for purchase.

#### Office of Campus Life

The Student Activities, Recreation and Athletics Office, located in the Student Commons, offers a variety of events to enhance student leisure time at the CIA. These events may include performances by bands, comics, and other entertainers; bus trips to regional attractions or sporting events; cooking competitions; casino nights; and dances. We welcome suggestions so stop by or give us a call at 845-451-1400.

#### Intercollegiate Athletics

There are currently two intercollegiate sports programs offered at the CIA. Students can tryout to become a member of either our varsity level soccer or basketball teams, both of which are co-ed. The CIA competes against a variety of colleges throughout the New York region. Anyone who is interested in these two opportunities can reach out to the Assistant Director—Athletics and Recreation or Director for Student Engagement, or just come on down to the Student Recreation Center front desk for more information.

#### Intramural Sports

CIA students have an array of intramural sports to choose from. Among the listings are flag football, basketball, softball, floor hockey, volleyball, and dodgeball. Tournaments are also held throughout the year in tennis, billiards, table tennis, weightlifting, and Corn Hole. Inquire at the front desk for information on Intramural offerings.

#### Outdoor Facilities

Our outdoor athletic and recreational facilities include both a softball and soccer field, as well as two tennis courts.

#### Student Government Association

The Student Government Association (SGA) democratically represents the CIA student community and acts as the official voice of students in decisions affecting campus life. The SGA holds open meetings at least once per month, highlighting a guest speaker or an activity that all students are

welcome to attend. The meetings are a great time to socialize with the representatives and bring up any suggestions or concerns. The Student Government Association may be reached by e-mail at [SGA@cia.culinary.edu](mailto:SGA@cia.culinary.edu) or through CIA Main Menu.

The SGA has open elections to fill voting positions on the Executive Council. These consist of:

- President
- Vice President
- Senators (8)

Additionally, the Executive Council appoints other non-voting members to fulfill specific support roles:

- Student Representatives (4)
- Secretary
- Public Relations Manager

Please contact the SGA to find out the specific duties, qualifications, and procedures for elections/appointments.

#### Clubs and Organizations

We encourage students to take advantage of a number of on-campus student clubs to pursue personal interests, meet other students, and hone professional skills. There are many benefits to being involved in student organizations. In general, such students achieve higher grades, develop better leadership and organizational skills, have more friends, and feel more connected to the college. Students interested in clubs and organizations should contact the Coordinator of Student Leadership & Programming. To join one of these organizations, or if students are interested in forming a new club, please contact the Student Activities Office.

#### SPICE (Student Programming Igniting Campus Entertainment)

CIA students have the ability to select, plan, and stage many campus activities and programs through SPICE. This group has brought comedians, hypnotists, magicians, and musical acts to campus. Members are empowered to be creative and think outside the box in selecting acts and programs that their fellow students will enjoy all while enhancing the student community at the CIA. Interested in

joining SPICE? Feel free to reach out to the Assistant Director of Student Engagement to get more information.

## Bulletin Boards

All flyers must be approved by the Director of Student Engagement. Flyers may not be placed directly on bulletin boards without the Director's permission. Posters can be up to 11 inches by 17 inches and must clearly state the sponsoring organization of the event or message. Notices posted on the bulletin boards in the residence halls must be approved through the Residence Life Office. Requests should be submitted to [reslife@culinary.edu](mailto:reslife@culinary.edu).

The bulletin board located next to the mailroom is the only community bulletin board. This is the only location where community event notices, rental notices, etc. are allowed to be posted. Do not fasten notices to windows, doors, moldings, woodwork, or walls.

## Campus Life—Texas

### Campus Activities

The CIA San Antonio is a unique education and research center dedicated to raising the profile of Latin American cuisines and culinary traditions. When students are immersed in San Antonio campus life, there are plenty of ways to get the most out of their experience. Students can hang out with classmates at the Pearl complex or browse the local Farmers' Market. The area boasts a vibrant dining scene and retail shops. Students can also engage with the local community at special events like Tamales at Pearl, Paella Challenge, and Fiesta, or at the San Antonio's world-famous River Walk. The walk is lined with restaurants and shops; its pathways, waterfalls, and outdoor art invite endless exploration. CIA San Antonio also hosts annual Latin Flavors, American Kitchens and Healthy Flavors, Healthy Kids conferences right on campus.

## Student Clubs

We encourage students to take advantage of on-campus student clubs to pursue personal interests, meet other students, and hone professional skills. Signups and information about the changing slate of

clubs are posted in the library, and a calendar of campus events is available on CIA Main Menu, the student web portal. Only current CIA students, faculty, and staff are permitted to take part in student clubs. In addition, all active clubs must keep minutes and have a faculty or staff advisor. For more information about current clubs, or to learn more about starting a new club, contact the student services manager or visit CIA Main Menu.

## Faculty Office Hours

All faculty members hold regularly scheduled office hours to provide students with the opportunity outside of the classrooms or kitchens to discuss any concerns. These office hours are for all CIA students, not just for students in an instructor's class. Many instructors use office hours to talk to students about performance in class, learning strategies, externship possibilities, or career opportunities.

## International Students

All three of our U.S. campuses have Designated School Officials (DSO) available to assist international students requiring documentation and governmental regulations related to their F1 or M1 visa status. The DSOs for each campus can be contacted at the times and locations below. The Primary Designated School Official is located on the flagship campus in Hyde Park, NY. General questions regarding visa status can be directed to the International Student Affairs Office located on the New York campus.

International Student Services, Roth Hall E255

Office Hours: 8:30 a.m.–5 p.m., Monday through Friday

### New York

Email: [internationalstudentaffairs@culinary.edu](mailto:internationalstudentaffairs@culinary.edu)

Phone: 845-451-1534

Student Affairs Assistant

### California

Office Hours: 8:30 a.m.–5 p.m., Monday through Friday  
Managing Director

### Texas

Office Hours: 8 a.m.–4 p.m., Monday through Friday

## Registration and Orientation

International students arriving at the New York campus will attend an international student



information session during orientation (as listed on their orientation schedule). For students in California and Texas, the same information will be shared electronically with international students during their first week on campus.

In order to be reported as present on campus with Homeland Security, international students on all campuses must be registered in the Student Exchange Visitor Information System (SEVIS). The registration process requires that a new student present the following documents to the DSO on their respective campus within 30 days of their program start date\*: passport, visa, Form I-20 signed, I-94, confirmation of health insurance coverage, phone number being used while in the U.S. (if applicable), and physical and mailing address in the U.S. Please note, for all international students transferring from other institutions in the United States, transfer students are required to present the above-referenced information within 15 days of their program start date. Failure to do so may result in a termination of the student's SEVIS record.

Upon registration, the DSO will capture current contact information, and add a travel signature to the second page of the student's most current I-20. This signature permits travel outside of the United States, and must be renewed at least every 12 months, to the date, in order for the student to be able to legally return to the U.S. We strongly encourage all international students to maintain a valid travel endorsement on their most current I-20 at all times.

International students transferring from other institutions in the United States are required to present the above referenced information.

### **Leave of Absence, Withdrawal, Vacation**

Students who wish to take a leave of absence, of any duration, during their program of study must meet with their academic advisor to establish a withdrawal and return date. The academic advisor will provide the DSO with documentation indicating the agreed-upon dates and terms of the student's departure from the college. The student is responsible for understanding the effects of any time out from classes on their SEVIS record/visa status and the requirements for their departure and return. Upon

receipt of appropriate documentation, the DSO will modify the student's SEVIS record to appropriately reflect the change.

In some cases, a student's record may require termination for an authorized withdrawal. In this case, the record will be terminated and the student must make plans to exit the United States within 14 calendar days from the last date of class attendance. The student must provide the on-campus DSO with itineraries/receipts of the student's departure travel from the U.S. Approximately 30-45 days before the intended return to classes, the student must provide the DSO with return travel information/itineraries as well as any updated financial support documentation required from the DSO (if applicable). Any students outside of the United States for a period of five months are required to enter the United States on a new SEVIS record and will need to coordinate with their campus DSO.

### **Maintaining Status**

International students are responsible for maintaining their status while studying under an F1 or M1 visa. They are also responsible for the status of any dependents that have received entry to the United States as a result of their student visa. CIA staff are happy to provide advice or assistance, when possible, but students are liable for complying with the laws and regulations of the United States, their home country, and any other countries that they travel to or work in while they are a CIA student.

### **Work Authorization**

Any work in the United States, paid or unpaid, for which F1 visa students have not received authorization in their SEVIS record or through United States Citizenship and Immigration Services (USCIS) is not lawful, and can be grounds for termination of a student's record in SEVIS, revocation of F-1 visa, and/or deportation. We encourage all international students to speak to the DSO on their campus about any and all possible work opportunities before pursuing them.

**International Students who hold an M1 visa, and are enrolled in any certificate granting program at the CIA, may not work in the United States at any time during their program of study.** M1 students may apply for employment authorization



following completion of their program. M1 students are eligible for one month of authorized employment per every four months of completed coursework.

**International students who hold an F1 student visa and are actively enrolled in any of our degree programs, and have followed all relevant procedures/met all relevant requirements, are eligible to:**

- Work on campus for up to 20 hours per week in a non-work study approved position, subject to job availability. Students must acquire a Social Security number, through the Social Security Administration, in order to work on campus.
- Work full-time during their approved CPT (externship) period with authorization in SEVIS by the designated school official. Employment authorization is specific to a location and contracted period of time determined on their externship agreement, as established with their employer and academic advisor. Students must provide their DSO with the externship agreement before beginning work at their site. An updated I-20 will be generated at that time, reflecting their CPT authorization, place of employment, and duration of their approved work authorization. Students must have this updated Form I-20 in order to legally work in the U.S. during the externship. Students must acquire a Social Security number, through the Social Security Administration, in order to work in a paid externship placement in the United States. Further information is available in the CPT section of the handbook.

Apply for OPT—Optional Practical Training—to pursue up to one year of full-time employment in the United States following completion of their degree program and upon authorization from USCIS. Students may submit their OPT application up to 90 days before graduation. The approval process through USCIS is a 90-day minimum process on average. Further information is available in the OPT section of the handbook.

Students must acquire a Social Security number, through the Social Security Administration, in order to work in any of the above situations. The Social Security card is a requirement of authorized paid employment in the United States. Students must

obtain an on-campus job or training agreement from their externship site in order to apply for a Social Security number. Students who have not yet applied for a Social Security number at the time of OPT application may do so through the application process itself. If applying for a Social Security number, before submitting an OPT application, international students must apply for their Social Security card in person at the Social Security Administration Office.

**New York** 332 Main St., Poughkeepsie, NY 12601

**California** 1850 Soscol Avenue, Suite 102 in Napa, CA 94559

**Texas** Room 701, 7th Floor, 727 E. César E. Chávez Blvd., San Antonio, TX 78206

Students must apply for a Social Security number within 30 days of their intended start date for employment. Standard processing time for obtaining a Social Security card is 10 to 15 business days.

### **Practical Trainings**

At The Culinary Institute of America, F-1 students typically will utilize practical training opportunities at some point during or following their enrollment. Students typically use Curricular Practical Training (CPT) prior to graduation during their externship and Optional Practical Training (OPT) after graduation. While designated school officials at the CIA will assist students in applying for practical trainings, the CIA is not responsible for ensuring applications meet application guidelines, approvals, rejections, or reimbursement of any fees incurred through the application process. The CIA reserves the right to establish additional criteria in order to assist students with the application process for any practical training, such as OPT workshops, individualized appointments, and/or signed externships; training agreements may be required.

### **Curricular Practical Training (CPT)**

Curricular Practical Training (CPT) is "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." F-1 students at The Culinary Institute of America utilize their CPT eligibility to fulfill the externship requirement of their degree program (if applicable).

Here are some quick facts about Curricular Practical Training (CPT):

- For students to receive CPT, the training (and employment associated with the training) must be "an integral part of an established curriculum" and "directly related to the student's major area of study." Externship meets this definition.
- Regulations require one full academic year of study before a student may engage in CPT. The CIA defines one full academic year as two consecutive, full-time, 15-week semesters.
- CPT is authorized directly by the designated school official (DSO) who updates the student's SEVIS record with the CPT authorization, including the employment start and end date, employer name and address, and whether the authorization is for part-time or full-time CPT.
- CPT can be paid or unpaid. SEVP guidance states that "compensation is not a consideration when determining whether an opportunity qualifies as CPT." For students to complete paid CPT/externship, a valid Social Security card will need to be obtained prior to starting work during their authorized CPT period and only with a signed externship training agreement as proof of employment.
- At the CIA, F-1 students are registered for CPT in SEVIS to meet the externship/internship curriculum requirements. CPT must be completed within the semester of externship/internship and cannot overlap registered courses in prior or subsequent semesters.
- Students must attend their externship, as per the agreed-upon schedule with their CPT employer, and they must complete/submit their externship assignment by the due date in order to pass their externship course. Attendance and submission of required coursework is required to maintain status during the externship semester.
- Failure to complete the institutional requirements of externship can result in the need to complete the second externship in order to move forward in the program. Second externships are discouraged unless necessary upon evaluation and can affect a student's eligibility for OPT following graduation.

### **Optional Practical Training (OPT)**

International students at the New York campus will attend a DSO-led OPT workshop session which take place every six weeks; e-mail alerts will advise of dates and location. For students in California and Texas, information regarding the OPT application process will be shared with international students electronically.

Optional practical training (OPT) is an employment benefit for work that is directly related to an F-1 student's major area of study. It is intended to provide students or recent graduates with practical experience in their field of study during or upon completion of a degree program. There are two forms of OPT that a CIA student is eligible for:

- Post-completion OPT available to a student upon completion of each level of higher education
- Pre-completion OPT (use of pre-completion OPT reduces the availability of post-completion OPT)

The post-completion OPT is the most commonly used form of OPT. The initial post-completion OPT period allows a student to work up to 12 months. OPT is closely regulated by the Department of Homeland Security, and students are required to apply for the position and update a designated school official (DSO) in International Student Affairs on a regular basis.

The basic OPT application process consists of a DSO recommendation in SEVIS, a new I-20, and the student's filing of form I-765 (with supporting documents, see below) with United States Citizenship and Immigration Services (USCIS). When approved, the student receives an employment authorization document (EAD) from USCIS.

### **Condition and Eligibility**

To be eligible for post-completion OPT, the student must:

- Have maintained satisfactory F-1 status
- Have worked fewer than 12 months, full-time in curricular practical training (CPT)
- Receive an EAD card before beginning employment
- Not accumulate more than 90 cumulative days of unemployment during the authorized period of OPT.

Please note all optional practical employment must be related to the major field of study and appropriate for the level of education of the student.

Any prior authorized periods of pre-completion OPT or post-completion OPT at the same degree level are to be deducted from the 12-month post-completion OPT authorization period. OPT is not a guaranteed benefit and the duration of benefit, when granted, is at the discretion of USCIS. Students who diverge from the expected movement through their program of study or violate their status may be denied access to authorized OPT following graduation. Students can otherwise be denied for OPT authorization due to mistakes or omissions on their application for OPT, past discrepancies regarding their status or paperwork, etc.

**International students are strongly encouraged to seek the support of CIA designated school officials** by contacting their campus's DSO and/or the International Student Affairs Office at the flagship campus in Hyde Park, NY. ISA is dedicated to promoting a welcoming, inclusive environment for all students, advocacy for the international student population, unbiased assistance to international students in navigating governmental regulation and campus life, and creating opportunities for the international student population to access their full potential through their experience at the CIA.

## Orientation

All new students are required to attend an orientation session tailored to familiarize them with the policies, procedures, and educational resources of the CIA for their academic success. In addition to hearing from staff and administration, these sessions include guidance from current students acting as Orientation Leaders to aid in the transition process. Additionally, students will have the opportunity to explore their culinary or baking and pastry facilities and gain insight into their curriculum.

For more information on how to become an Orientation Leader, contact the Assistant Director for Student Engagement in the Student Recreation Center at 845-451-1408.

In addition, all new students are required to complete two online programs within the first two

weeks of their arrival on campus. These programs concentrate on two topics: alcohol abuse education and prevention, as well as sexual assault education and prevention. Students are informed of this requirement on the first day of the orientation program. The goal is 100% compliance with this requirement and a passing grade of 70%.

Certificate program students participate in a one-day, intensive orientation to the CIA campus, student services, policies, and procedures.

## Student Affairs

### Student Affairs Division and Staff

Student Affairs staff are available as resources for issues, concerns, or problems that may arise as students progress through their college experience. The staff is prepared to assist in solving problems directly or in making appropriate referrals. Issues affecting the quality of student life, discipline, personal safety, alcohol/drug awareness, and student interactions are examples of reasons to visit our student affairs staff. We are committed to helping all students be successful. The following offices and staff will assist students with student affairs needs at each campus.

Student Affairs Office, Student Commons, Room 236

Housing and Residence Life Office, Student Commons, Room 221

**New York** Counseling and Psychological Services (CAPS), Student Commons, Room 218

Student Health Services, Roth Hall, lower level

Student Activities, Recreation, and Athletics, Student Commons, Room 014 (Located behind Front Desk)  
Student Affairs Assistant

**California** Housing and Residence Life  
Assistant Dean—Student Affairs

Assistant Director—Student Life  
Student Services Manager

**Texas** Associate Dean—Degree Programs  
Managing Director

**Singapore** Management Support Officer

## Student Affairs Mission

Encompassed by intentional leadership, the division of student affairs strives to cultivate a transformative student experience which prepares our students, personally and professionally, to have global impact.

Five cornerstones direct our philosophy:

1. Foster student wellness, health, and safety
2. Cultivate an empowered, diverse, engaged campus community
3. Advance co-curricular student learning
4. Support student retention and success
5. Create an outstanding student experience

## Wellness Philosophy

The Student Affairs Division endorses an important wellness philosophy to CIA students. This wellness model is used on many college campuses and is the framework for a healthy lifestyle that includes the balance of physical, intellectual, emotional, social, occupational, and spiritual well-being. We hope students will learn the framework of such a lifestyle and begin their wellness journey while at the CIA. We also hope these concepts will stay with students throughout their lives.

## Student Affairs Office

The Student Affairs Office is comprised of staff members who function as resources for issues, concerns, problems, or dilemmas that may arise as students progress through their college experience. As a clearinghouse, the staff is prepared to assist in solving problems directly or in making appropriate referrals. Issues affecting the quality of student life, discipline, personal safety, alcohol/drug awareness, and student interactions are examples of reasons to visit the Student Affairs Office staff. We are committed to helping all students be successful, so feel free to come in and see us if there is anything to discuss.

The following staff make up the Student Affairs Office:

Vice President—Dean of Student Affairs

### New York

Senior Associate Dean—Campus Life and Student Development

Associate Dean—Housing Operations

Associate Dean—Residence Life and Student Conduct

Assistant Dean—Student Conduct

Manager—Student Affairs Operations

**California** Assistant Dean—Student Affairs

Managing Director

**Texas**

Student Services Manager

## Group Leaders

Overseen by Education, Group Leaders are among the most important pieces of the education system at the CIA. Elected during the first year and then once again after externship, group leaders function as "coaches of their teams." They are the liaisons between their group mates and the faculty. They meet often with instructors, hold group meetings, administer surveys and evaluations, relay mail messages, and represent the group on campus.

The benefits of leading a group are substantial. There is the value of the leadership experience, the chance to master managerial skills, and a feeling of personal satisfaction and pride from successfully steering groups through the curriculum. There is great worth in exchanging ideas, experiences, and information with the most visible student leaders at the college. This position will also help strengthen relationships with the faculty and staff. Additionally, student worth as a culinary professional is greatly enhanced by acting as a group leader. The leadership and managerial skills students will gain from being a group leader are exactly what prospective employers are looking for in dedicated and capable employees.

Students should expect their group leader to be a motivator, facilitator, organizer, troubleshooter, and, most of all, a good communicator.

Group leaders may be expected to attend a monthly meeting with key staff to bring forward student issues for discussion and resolution, as well as learn about important campus news.

## Veteran Students

Veteran students remain an important part of the college community, just as when the CIA was founded to support returning World War II veterans. If students are veterans, they are eligible for resources available—student support offices stand ready to assist from orientation to graduation. Whether veteran students are residents or commuters, they should consider becoming a part of the Student Veterans Association on campus. This can help students meet fellow veterans and get involved in social activities and community events.

If students are seeking information about local Veterans Affairs (VA) services for health care, visit: [va.gov/find-locations/](https://va.gov/find-locations/)

The Veterans Service Committee is a college-wide group that meets to monitor the experience of veteran students on campus and initiates new processes to improve their experience at the CIA. Students can contact us at [veteranscommittee@culinary.edu](mailto:veteranscommittee@culinary.edu) and a member of the committee will reach out to follow up and/or invite the student to meet to discuss the situation.

See also [Veteran Benefits](#) in the *CIA Academic Catalog*.

## Living on Campus

The opportunity to live on campus adds a unique dimension to the college experience at the CIA. The Residence Life staff wants all students to have a good academic experience and continue to grow both personally and professionally. Our objective is to make the residence hall a comfortable and enjoyable experience.

Moving away from home and living with roommates in a community residence requires students to take increased responsibility for their actions. The CIA's residence program is designed to help make the transition to such a lifestyle a smooth one. How well students adjust often depends primarily on their perspective and approach. Residence hall living provides students with an unequaled experience of living and working with others and a greater understanding of human relationships. Students have the responsibility to make their residence hall a

worthwhile place to live. Courtesy and respect for roommates and neighbors will help meet this objective.

## Alternate Living Option—NY

If an alcohol/substance-free environment is a top priority, students may elect to live in Metz Hall, a residence hall with communal bathrooms. This option provides students with a living area which is designated alcohol/substance-free. If students are interested in this accommodation, they should call the Residential Housing Office at 845-451-1260.

## Checkout Procedure

Students are required to check out of their room in person with a Residence Life staff member. Checkout procedures include, but are not limited to, scheduling an appointment in advance, honoring the time of their appointment, completing an on-site inspection of the room, returning all residence hall keys (room key and suite key). Students must thoroughly clean their room and remove all personal items, trash, and/or recyclables before the on-site room inspection. For residence hall closings during spring (April), summer (August), or winter (December) intersessions, New York students are expected to check out no later than noon on the Saturday following graduation, or completion of their last class prior to externship, or the date they are no longer enrolled in classes (including failure due to absences). California students must check out between 9 a.m. and noon on the Saturday following graduation, or completion of their last class prior to externship, or the date they are no longer enrolled in classes (including failure due to absences).

Fines for not following checkout procedures include:

Fine	Reason
\$25	Per half hour past scheduled checkout appointment and/or hall closing time
\$50	Failure to schedule an appointment or complete checkout procedure
\$50	Per lock change
\$50	For each key not returned
\$50	Failure to clean MicroFridge
\$100-\$200	Damage to MicroFridge

Fine	Reason
\$25–\$200	Damage or cleaning fee (including trash removal)

## Courtesy Hours/Quiet Hours

Courtesy hours are in effect 24 hours every day to provide for the study, sleep, and privacy needs of all residents. If students create excessive noise or disturbance (including excessive stereo volume), they are subject to disciplinary action, including the loss of housing. Showing respect and consideration for neighbors is everyone's responsibility. Students should not bring large musical instruments (e.g., drums, keyboards, amplified guitars, etc.) which may disturb other residents. Playing sports or participating in loud or noisy activities in residence hall corridors, common areas, or courtyards is prohibited. The volume of car radios/stereos on campus also needs to be low so that classes and residents are not disturbed.

Quiet hours have been established at night to promote an environment conducive to academic pursuits. Unless residing in a Quiet Living Community where students are expected to maintain quiet hours 24 hours per day, students are expected to respect these hours:

- 10 p.m.–8 a.m., Sunday–Thursday
- Midnight–10 a.m., Friday and Saturday

## Emergency Evacuation Procedures for Residence Halls

The following contact should be made when any emergency takes place in the residence halls:

**New York** Emergency: **ext. 1111** from any campus phone or **845-451-1111** from any off-campus/cell phone  
**California** Emergency: **ext. 2317** from any campus phone or **707-548-2478** from any off-campus/cell phone

The following procedures should be followed in the event of an emergency:

- If students see smoke or fire, and the building's fire alarm has not sounded, students should

use the closest fire alarm pull box to activate the alarm as they exit. Fire alarm pull boxes are located in exit paths in hallways and lobbies. Call the campus emergency number above once safely out of the building.

- If the building fire alarm is activated, evacuate the building immediately via the nearest safe exit. Close doors and windows if it is safe to do so.
- Fire alarms will produce visual strobe light and sound an audible pulsating horn.
- Do not open the door if the door handle is hot. Instead stay in the room and seal the bottom of the door with wet towels. Call for help by calling the emergency number above, or by signaling from the window. Do not jump. The fire department will rescue students in rooms.
- If the door handle is not hot, open the door cautiously. Check the hallway for smoke or fire before leaving the room.
- Take a room key in case the hallway becomes impassable. Stay low in smoke; crawl if necessary.
- If it is safe to do so, help notify and evacuate others by yelling "fire alarm" and knocking on doors while working towards the exit.
- A quick, orderly evacuation is the priority. Remain calm and encourage others to remain calm.
- Once outside, move to an assigned safe meeting place so all students can be accounted for. Students should notify the residence life staff member if they know of any absences. Stay off the roadways. Be patient and stay quiet in case there are announcements.
- Alarm silencing is not an automatic signal to return to the building. Wait until a fire department member, campus safety officer, or residence life staff informs students that it is safe to re-enter.
- Remember, when the alarm sounds, get out fast and stay alive!

Building-specific evacuation routes are available at the Safety & Security page of CIA Main Menu.



# Emotional Support Animal Requests

Requests for an emotional support animal (ESA) is considered a housing accommodation that follows the same procedure. Upon approval of an ESA, students must sign an agreement, provide emergency contacts, and comply with the following expectations:

1. Provide your Emotional Support Animal (ESA) with water daily, food at regular periods, and appropriate exercise.
2. Properly harness, leash, or tether your approved ESA animal when outside the residence hall room. The animal must be on a leash of reasonable length and under control when exercised outside of the residence hall room.
3. Confine, pen, or crate your ESA when you are not at home in your residence hall room to ensure that the animal is safe and does not escape if a college employee or an emergency worker needs to enter your room.
4. Not be permitted to bring your ESA into the common areas of your residence hall, or academic buildings, or kitchens.
5. Do not infringe on the rights of the other occupants of the residence hall to be comfortable in their living areas as a result of the ESA barking, howling, squealing, or otherwise causing a disturbance.
6. Understand the need for your ESA to be evacuated from your room by the fire department and/or safety officers in your absence in the event of a fire or fire alarm.
7. Thoroughly clean up after your ESA by yourself, whether indoors or outdoors, with all waste deposited in baggies and then put directly into the proper trash dumpster.
8. Carefully monitor the animal's health. The animal's documentation needs to be in compliance with all state and local vaccination, health, and licensing requirements. In the event of illness and/or the need for constant care, the college would expect you to quickly arrange for your animal to be brought home or to the vet, or to be housed at a kennel, until the health problem is fully resolved.
9. Ensure that your animal does not damage college property. You will be held responsible for any damage or injury caused to others.
10. Understand that permission to have a support animal in CIA housing does not extend to other campus facilities or campus grounds at large.
11. ESAs will not be permitted to continue to live in the residence halls if the ESA becomes a nuisance due to noise, hygiene, or aggressiveness.
12. If the ESA agreement is violated in any way, the assistance animal will not be allowed to continue living in the residence halls.

## Entering Policy

The staff of the CIA has the right to enter student rooms for the purpose of examining the room for safety precautions, policy violations, or making repairs or alterations necessary for required maintenance.

When it is necessary for staff members to enter a student's room, every effort will be made to respect the privacy of individuals living in college-owned or -operated housing. When appropriate, staff members will knock twice and announce themselves, wait a reasonable amount of time, and proceed into the room. Staff members have the right to enter student rooms without prior notification. Staff members are directed not to open drawers, suitcases, trunks, etc.

Routine fire safety and sanitation inspections will occur. Other than state-mandated fire safety inspections, most inspections will be announced in advance. During inspections, staff members will open and inspect MicroFridges. Students who fail announced inspections may be fined. MicroFridges may also be opened and inspected in any room where staff are already responding to suspected violations of campus policy.

When facilities management personnel perform work in student rooms, they will leave a note when no student is present. The mechanic or housekeeper will make every effort to respond to requested maintenance before 10 p.m. After 10 p.m., no facilities management personnel will enter student

rooms unless a serious emergency arises. The door to the room will be closed while the work is being done.

## Gender-Inclusive Housing Accommodations

The CIA will make every effort to afford current residential students the option to live on campus with whomever they choose, regardless of biological sex, gender, or gender identity. Residential students may select to share a room with someone of a different gender through the room change process outlined under Room Changes. Gender-inclusive housing is offered when two students enter willingly into a roommate situation.

Romantic couples of any orientation are strongly discouraged from living together as it could take as long as six weeks to grant a room change if the relationship status changes.

In order to participate in gender-inclusive housing, the following guidelines must be met:

1. Both students will mutually agree to live with each other.
2. Both students will be vacating their room on the same date for instances such as, but not limited to externship, semester-away courses, or graduation. Students who adjust their exit date will need to find a new roommate or will be assigned a roommate based on their biological sex. This is especially critical during peak occupancy periods.

**Gender-Inclusive Housing Option—NY**  
Gender-Inclusive Housing (GIH) is defined as a housing option in which two or more students share a multiple-occupancy room or suite, in mutual agreement, regardless of the students' sex, biological gender, gender identity, and gender expression. The intent of this housing arrangement is to give students the option to reside with another person of a different gender or sex in order to provide a welcoming and supportive living environment. Romantic couples of any orientation are strongly discouraged from living together as it could take as long as six weeks to grant a room change if the relationship status changes.

Students who exhibit behavior that is contrary to the spirit of their mutual agreement may be relocated to a different housing assignment on campus which likely will be with someone of the same sex at birth.

Assignment to gender-inclusive housing will be based upon availability. If a roommate/suitemate(s) cancel their housing or moves out of the room for any reason, the Residential Housing Office will fill the vacancy with:

- any student who indicates they will live in GIH
- assign a student of the same legal sex
- relocate/consolidate the current resident(s) to a different gender inclusive space that meets their needs.

If the student knows their roommate will be moving out; they may have the opportunity to request a specific roommate, through the room change process, pending the bed space has not already been assigned.

The Residential Housing Office encourages students opting into gender-inclusive housing to have a conversation with family members to make them aware and to ensure they support the student's decision. It is the student's choice to communicate with family.

## Guests

Overnight guests are permitted under the following circumstances:

- Students must be present on campus when they have guests.
- Visitors are expected to follow all campus regulations including, but not limited to, the Student Code of Conduct and campus parking guidelines.
- Students are responsible for any damage to CIA property caused by their guests as well as any parking or traffic fines incurred by their guests.
- Guests of students must carry an official form of identification at all times and be prepared to produce it at the request of any college official.
- Guests of residential students must park in designated residential student parking spaces.
- Guests are not permitted to remain in the host's room when the host is not present.

A guest is defined as, but is not limited to, a person a student permits into a building and/or a person involved in an activity in a student's room.

Guests must be 18 years of age or older. Students may have a registered overnight guest in their room twice per semester, each time for a maximum three-day visit not to exceed 72 hours.

Students are obliged to inform any/all roommates of their intent to have an overnight guest. Roommates must acknowledge and agree to having a guest. Students' guests who have not received advanced permission to stay overnight must vacate the room and campus by 12 a.m., Monday–Friday and by 2 a.m., Saturday and Sunday.

## Housekeeping and Maintenance Requests

Students are expected to regularly clean their own room and the bathroom within their room, suite, or townhouse. Students are also expected to empty their own trash into the Dumpster and recycle bins located outside the building. Sanitation and healthy living conditions are important in a campus community. To aid in this task, resident assistants have cleaning supplies that students can borrow in exchange for their student ID card, if students run out of their own supply. Supplies include cleanser, disinfectant, garbage bags, vacuum cleaners, and cleaning equipment. If students do not remove trash or keep their room in satisfactory condition, they will be subject to disciplinary action, including fines and/or loss of campus housing.

Each residence hall has assigned housekeeping staff responsible for the cleaning and appearance of common areas within the building. Student cooperation in keeping the hallways and stairwells clean and free of trash or recyclables is expected.

Facilities management staff members are available to repair any physical deficiencies in student rooms or hallways. Students should not attempt to repair any damaged items themselves. To request repairs:

**New York** Click on Student Maintenance Request Form under Quick Links on the CIA Main Menu, through the Residence Life portal page, or contact the Residential Housing Office, Student Commons, room 221, from 7:00

a.m.– 5:00 p.m., Monday–Friday, at 845-451-1260. For any emergency repairs needed after regular business hours, contact Campus Safety at 845-451-1268.

**California** Click on Greystone Work Order Request under GS Quick Links on CIA Main Menu or through the Residence Life portal page. For any emergency repairs needed after regular business hours, contact Campus Safety at 707-967-2317.

## Housing Accommodations Policy and Procedures

In compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, students with documented disabilities may request special housing accommodations within the context of current housing policies. Accommodation is determined on a case-by-case basis, according to documented need and prevailing standards for reasonable accommodation. When requesting reasonable accommodation, students are expected to have already applied for housing and met the eligibility requirements and priority deadlines set by the Office of Residence Life. Disability Services and the Learning Strategies team manage the housing accommodations process. Housing accommodations are made following confirmation of a student's disability status and the determination that a disability necessitates adjustments to the living environment within available housing options. With this in mind, the CIA has established procedures to ensure that students with disabilities have equal access to the CIA's housing resources.

### Procedure

To ensure their request is accepted and reviewed, students must follow the [procedures provided by the Learning Strategies team](#) for requesting housing accommodation.

Complete the Housing application required by the Residential Housing Office via CIA Main Menu.

1. The Housing Accommodation form must be completed and submitted for each active housing application. Approval for housing accommodation in a past application period does not guarantee future approval. Housing

Accommodation forms must be submitted by the stated deadline for consideration of requests. While applications for housing accommodations are considered after the priority deadline, approved accommodations are subject to the availability of housing.

Priority deadlines are 45 days prior to the start of the semester in which the student would need housing.

2. Appropriate documentation from an American Board-certified health provider needs to accompany the Housing Accommodation form. Documentation must be provided at the time the request is being considered and must be recent (within the last year of applying for housing). Failure to provide appropriate documentation will result in denial of the request. At a minimum, the documentation should include:
  - A description of the accommodation that the clinician recommends be provided and for how long it will be needed.
  - A description of the disability that gives rise to the accommodation being requested.
  - An explanation of why the accommodation being requested is needed, based on that disability.
  - How long the clinician has treated the individual for the disability for which the accommodation is requested.
  - Any limitations as they relate to the accommodations requested.
  - The clinician's address, area of specialty, signature, and date of signature.

## Documentation

The following documents are not considered effective forms of documentation if submitted alone:

1. Handwritten patient records or notes from patient charts
2. Diagnoses on prescription pads
3. Self-evaluation found on the internet or in any print publication
4. Research articles
5. Once a student is approved for housing accommodation, Residence Life staff is informed of the approval, and the student will be assigned based on the recommendations and housing availability. Approval of housing

accommodation does not guarantee that appropriate housing will be available. While living on campus is recommended, it is important to note that the CIA does not have a housing requirement.

For questions, students should contact the disability support specialist:

New York At the Learning Commons in the Hilton Library or call 845-451-1288.

California At the Learning Strategies Center or call 707-967-2406.

## How Accommodation requests are reviewed/How students are informed

- A student's request for reasonable housing accommodations, along with supporting documentation from a medical provider, will be reviewed by a disability support specialist. There may be times when other departments familiar with the accommodation process may need to be convened into a committee for review or approval of a requested reasonable accommodation. Those departments include Residence Life, Counseling and Psychological Services, Student Health Services, Campus Safety, and/or Facilities Management.
- Accommodation decisions are final and will be provided to the student in writing. Approval for accommodation does not guarantee an available room. All room assignments are done based on availability. The disability support specialist may also make recommendations for accommodations that are not treated the same as required accommodations.

## Housing Application and Priority Deadline

All students must complete a housing application whether they opt to live on campus or plan to commute. Students who fail to complete an application will not be assigned a room. An application must be completed by incoming first-year students, as well as each time a room is vacated with plans to return to any campus location, specifically for students who are:

- returning from externship
- returning to campus from a leave or withdrawal
- incoming bachelor's students starting junior year
- requiring and/or returning to campus housing for a semester away for a concentration
- moving on campus from off campus

All housing applications must be received by the priority deadline of 45 days prior to the commencement of a semester. Applications received after this deadline will be considered and every effort will be made to assign a student, but housing options may be limited, and specific requests may not be able to be accommodated.

## Intersessions

During the spring and winter intersessions, the residence halls will be closed, and students are expected to leave campus. The halls will be locked and secured, and students will not be allowed to remain in, or return to, their room until the official reopening time. Notices will be posted in advance to let students know the dates and times.

Students can leave their belongings in their room during spring and winter intersession periods, but students are encouraged to take home all items of value. CIA cannot be responsible for loss or damage.

While all students are expected to leave for spring intersession, residents can request intersession housing between the spring and summer semesters.

During summer intersessions, students are required to fully vacate their rooms and remove all personal belongings.

Students are instructed to do the following before leaving for any intersession:

1. Close and lock windows
2. In New York only, leave heater/air conditioner on low; in summer, leave the dehumidifier on, if the room is equipped with one
3. Unplug electrical appliances and defrost refrigerators
4. Clean room and remove trash and recycling
5. Turn off all lights
6. Report any leaking faucets or toilets

7. Take valuables
8. Lock the door
9. Follow any other instructions from Residence Life staff

Once students have left for intersession, Residence Life staff members will inspect their rooms. Failure to complete the items listed above may result in the assessment of non-appealable fines beginning at \$50 and up to \$250.

## Intersession Housing

CIA students completely vacate their rooms following the summer term. For the Spring Intersession, students may request housing for a fee. In most cases, students who request intersession housing will remain in their current room for the duration of the intersession. Please note, Residence Life reserves the right to alter the location of intersession housing as deemed necessary by such factors as, but not limited to, number of requests for housing, scheduled maintenance to campus buildings, or utility outages.

To qualify for intersession housing, a student must:

- Be registered for classes following the intersession
- Be in a position where leaving campus would be unrealistic due to distance from campus
- Be in good disciplinary standing
- Have all financial obligations to the CIA satisfied or a plan in place through SFRS

Requests for intersession housing can be submitted via the Intersession Housing Request form that is made available to students approximately six weeks prior to intersession.

If requests for intersession housing are granted, the student's current housing contract and all requirements within will be extended to cover the length of the intersession. At the New York campus, if dining facilities remain open a student may be expected to purchase gold points to dine on campus for the duration of the intersession, as no meal plan will be offered. At the California campus, if dining facilities remain open a student will be billed a prorated board fee during the intersession period. If a student is found in violation of the [Student Code of](#)

**Conduct** during their intersession stay, they may be asked to leave campus immediately without refund for the cost of intersession housing.

## Lock Doors to Prevent Theft

For residents' protection, students are encouraged to keep their doors locked at all times. To prevent theft, students should lock their door and take their keys when leaving their room, even when going to the laundry room.

Room keys are issued on arrival day and, at a later date, are to be returned to the Residence Life staff member who assists students in properly checking out of their room. All keys remain the property of the CIA. It is against the law to duplicate a CIA key. External doors are always kept locked. Only students with valid IDs and escorted guests can enter via the electronic card access system. Do not hold doors open for unknown parties.

If students get locked out of their room, they can request assistance from residence life or safety/security staff. Students may be assessed a \$15 charge for this service. Students should report a lost key immediately to Residence Life in New York or Campus Safety and Security in California to obtain a replacement key. If a student loses a key, or does not return a key upon checkout, a \$50 fee (NY) or \$25 fee (CA) per key will be assessed. In New York, if a student loses a room key more than once, a fee will be assessed for a lock change.

In California, if a student's keycard demagnetizes, students should contact the Office of Safety and Security. They will provide students with a new keycard in exchange for the old keycard. There is no charge for this service. Keycards should be kept away from laptops, MP3 players, cellular phones, and other electronic devices or magnets to minimize the risk of demagnetization.

## MicroFridge

Students are not permitted to bring a microwave or refrigerator to campus. Each residence hall room is equipped with one MicroFridge, a multi-appliance

that includes a microwave, a true freezer with a separate door, and a refrigerator. These units meet the highest level of energy efficiency to support the CIA's ongoing sustainability efforts, specifically the reduction of energy consumption. In addition, these units conform to the residence hall fire safety standards. Each MicroFridge unit features a low-voltage charging station that allows students to charge cell phones or other low-voltage electronics. This is a popular feature as it increases the number of available outlets in the room. All roommates within a room are expected to share one MicroFridge unit.

Residence Life staff will inspect the MicroFridge during room inspections. Students using the MicroFridge to store contraband items or who fail to maintain appropriate cleanliness of their provided MicroFridge will be fined \$50 per resident. Repeat offenders risk loss of privileges to use the MicroFridge.

### MicroFridge Use and Care:

1. The MicroFridge is designed to turn off the refrigerator temporarily while the microwave is in use. When the microwave is no longer in use, the refrigerator will turn back on.
2. The MicroFridge may not be placed on top of any surfaces other than the floor.
3. Do not set or store any heavy items (such as a television) on top of the unit as this affects its ability to function properly.
4. The college-supplied MicroFridge must be plugged into the wall (follow instructions provided on the unit). A student who unplugs the MicroFridge must follow the instructions below for defrosting it.
5. Before placing food in the refrigerator, turn the temperature setting knob in the refrigerator to 3.
6. Avoid slamming the microwave door, as this damages the operating switch and can cause the microwave to malfunction.
7. Students are urged to take good care of the MicroFridge. If the unit is damaged, students will be billed for repairs or replacements at a cost of \$100 to \$200.

### Defrosting the MicroFridge:



Defrosting helps extend the life of the MicroFridge and is the responsibility of the student. Build-up of frost inside the freezer is completely normal and must be defrosted manually when it gets to be more than ½ inch thick. If too much frost exists in the freezer, it will prevent the refrigerator from cooling properly, and the food in the refrigerator may spoil. If the frost gets too thick, it insulates the freezer so the cooling element cannot do its job. When this happens, it causes the unit to run harder, which may cause premature failure.

#### **How to Defrost:**

1. Defrost the freezer by unplugging the unit, removing the items, and leaving the freezer door open. Remove large ice pieces as they come loose and wipe up any excess water with a towel. Students should place an old towel in the bottom of the fridge to soak up the water as the ice melts.
2. Do not chisel solid ice pieces; wait until they melt.
3. Make sure the freezer is completely dry before plugging the unit back in or closing the door when not in use.
4. Before changing rooms or moving out, defrost the freezer and
5. clean out the refrigerator and microwave. There is a \$50 fine for not defrosting and cleaning out the unit.

## Off-Campus Housing

The college also maintains an off-campus housing listing with search features provided by [Places4Students.com](https://places4students.com). The CIA offers this listing only as an informational service to incoming students and therefore cannot be responsible for rental conditions or negotiations with landlords.

## Pets

Pets are not permitted in the residence halls (including the lodges and townhouses). The only exception is fish—students may have one fish as long as it is kept in a fishbowl (aquarium tanks are not allowed), and there is no filter or heater attached to the bowl. Students will be fined \$25 for violating this policy and will be required to remove the pet.

Subsequent offenses may jeopardize a student's privilege to live on campus. In addition, no animals may be left in vehicles on campus. Visitors and guests with pets are not permitted in the residence halls at any time.

## Quiet Living Community Option—NY

When available and upon request, a limited number of beds may be reserved for a quiet living community. The CIA Quiet Living Community maintains a policy of quiet hours at all times. Students who live in this community are expected to respect their fellow residents by maintaining appropriate noise levels. It is understood that everyday noises (i.e., doors opening, conversations in the hall and behind doors) may exist and are not considered unreasonable, but if requested, students should amicably reduce noise. It is expected that residents and their guests are courteous to others at all times. These are not completely silent residential communities. Residents who fail to comply with the expectations of a Quiet Living Community may be administratively reassigned to a space in another residential community or sanctioned accordingly.

## Registered Sex Offenders

The CIA will not provide housing to any student required by law to register as a sex offender. If a registered sex offender is discovered to be residing on campus, the student's housing contract will be immediately terminated, and the student will be required to vacate housing within 24 hours. The student will not be eligible for any refund or housing fees. If the student did not disclose the sex offense on their application to the college, the student can be expelled.

## Residence Hall Fire Safety

The following rules and regulations have been established to protect students' lives. Residence Life staff members will regularly conduct room inspections to help keep living conditions healthy and safe. In addition, an annual fire safety inspection will be conducted by state or local fire prevention

officials. Student cooperation is appreciated and is a condition for continued residence. These regulations are subject to revision to comply with state and local law. Students should see [Campus Fire Safety](#) for additional fire safety information.

*Tampering with fire safety equipment is an offense under the NYS Criminal Procedures Law (CPL); offenses relating to reckless endangerment and/or criminal mischief subject to fines and/or imprisonment.*

### **Personal Electrical Equipment:**

Cooking appliances, halogen desk lamps, lava lamps, electric blankets, and portable heaters are strictly prohibited in individual student rooms. Cooking appliances are permitted in the lodges (only if stored in a locker and used in the kitchens) and in townhouse kitchens. If students possess any of these appliances, their items will be confiscated, and they may receive demerits and/or a fine. The CIA reserves the right to remove unauthorized or dangerous appliances. Electrical items permitted in rooms must be Underwriter's Laboratory (UL) or Electrical Testing Laboratories (ETL) approved and include televisions, radios, stereo equipment, fans, small coffee makers (with automatic shut-off), blender, hand mixer, food processor, personal computers, desk lamps (except halogen), razors, irons (with automatic shut-off), hairdryers, hair curlers (with automatic shut-off), toothbrushes, and clocks. The CIA provides each residence hall room with a MicroFridge microwave-refrigeration combination unit. No personal microwaves or refrigerators are permitted without prior permission from Residence Life or Disability Support Services. MicroFridge units are property of the CIA and subject to inspection by residence hall staff. An electric water cooler is permitted (one per room). When students bring their own lighting, only LED or compact fluorescent bulbs are permitted. The use of halogen or incandescent bulbs is prohibited due to the heat generated.

*Any appliance or item may be removed at the discretion of the Residence Life team or Facilities Management.*

**Bicycles:** Students may keep a bicycle in their room as long as it does not block egress or access. Bike racks are available outside residence halls. Bicycles must be registered with Campus Safety.

**Clear Egress from Room:** Items may not block or limit access to the door, window, or heating unit. A 36-inch egress must be maintained throughout the room. Room doors must open completely. There should be nothing behind the door that prevents it from fully opening to a point that it is against the wall.

**Combustibles:** Students are not permitted to have combustible items including, but not limited to, curtains, wooden structures, room dividers, excessive wall coverings (including posters), fabric suspended from walls or ceilings, or holiday decorations (including Christmas trees, wreaths, door coverings).

**Doors & Windows:** It has been a long-standing practice at our CIA campuses to refrain from placing anything in or on windows, for example lights, decorations, signs, post-it messages, etc. and limit the covering on residence hall room doors. As an important fire safety practice, student rooms should avoid having **any type** of window decoration which may affect the ability of the window to be easily accessed in an emergency. In addition, windowsills should be kept clear of any storage. Doors to student rooms should have one foot (12 inches) of clear space at the top of the door and one foot (12 inches) of clear space at the bottom of the door.

**Electrical Overload:** Students are not permitted to engage more than two electrical cords per outlet. Power strips may not be interconnected. In Metz Hall, the outlet for the dehumidifier—if a room is equipped with one—may not be used for any other purpose.

**Exhaust Hoods:** Exhaust hoods must always be operational when cooking is in progress. Failure to do so could pose fire safety hazards.

**Extension Cords:** The use of extension cords is strictly prohibited. Only UL-approved power strips, not exceeding six feet in length and with over-current protection, are permitted. Note: if the power strip has surge suppression, it must also have over-current protection. (It will have a reset button).

**Fire Doors:** Stairwell, hallway, and room doors are fire rated for protection of students and must remain closed to be effective. When closed, these doors can slow the progress of fire and smoke and

allow more time for a safe evacuation. Do not block or tie open the doors, and never place articles in the doorway that would keep the door from closing completely.

**Fire Hazards:** Open flames and other potentially hazardous ignition sources are prohibited including, but not limited to, candles, open flames, heated vaporizers, wax warmers, essential oil diffusers, and incense.

**Furnishings:** The CIA provides all furniture and furnishings, which may not be moved or rearranged to restrict egress without the express permission of the Residence Life staff member. Wardrobes in Metz Hall must remain flush against the wall at least 18 inches from the sprinkler head. Any request for the use of personal furniture or mattresses must be submitted to, and approved by, Residence Life. Personal mattresses or mattress pads must be fire resistant and have a label indicating they meet federal standard 16 CFR Part 1633 or California Technical Bulletin 129. Foam mattresses are prohibited. Egg crates or other mattress pads no more than two inches thick are permitted. Water beds and other pieces of water-filled furniture are not permitted. In New York, wardrobes in Metz Hall may not protrude into the room or be used as a room divider.

**Halogen Light Bulbs:** Because they burn at an extremely high temperature, lamps that use halogen light bulbs are strictly prohibited.

**Light bulb wattage:** Bulb wattage is not to exceed what is listed for the light fixture in use.

**Heaters/Air Conditioners/Dehumidifiers:** Students cannot store any items on top of these units.

**Height of Storage:** Material must be kept at least 18 inches below the level of the sprinkler heads throughout the room.

**Hoverboards:** Due to the associated fire risk, hoverboards (self-balancing boards) are not permitted on campus.

**Kitchen Stove Tops:** Residential students are responsible for cleaning the kitchen stove tops in the residence halls/lodges/townhouses following each use. Failure to do so could pose fire safety hazards.

**Light bulb wattage:** Bulb wattage is not to exceed what is listed for the light fixture in use.

**Lithium-Ion powered mobility devices:** are not permitted on campus.

**Maximum Occupancy/Visitation:** Due to fire code regulations and the possibility of creating a noise problem, no more than ten people, including residents, may be present in a room (12 in a suite in the lodges and eight in a townhouse) at any time.

**Sanitation:** Excessive accumulation of bottles, boxes, trash, and debris is not permitted. Students must maintain general sanitary conditions and clean and disinfect their bathroom regularly. Failure to maintain a clean room may result in fines up to \$200.

**Smoking:** Smoking is prohibited in all residence hall buildings and exterior areas. Includes the use of any form of tobacco products, vaping, or any other type of electronic cigarette. Smoking is permitted only in designated smoking gazebos. Any and all smoking materials are to be disposed of only in the receptacles in designated smoking gazebos.

**Sprinkler Heads or Smoke Detectors/Alarms:** Tampering with any building fire safety equipment is prohibited. This includes obstructing sprinkler heads or smoke detectors/alarms with clothing, laundry, room decorations, or any other such items. Tampering with fire detection or protection equipment will result in disciplinary action including dismissal from housing.

*Alternative disciplinary action, which may include community restitution or a pertinent research assignment, may be assigned to students found responsible for violations of fire safety policy. These sanctions may be assigned by the Manager of Environmental Health and Safety in cooperation with the Student Conduct Office.*

## Residence Hall License Agreement

On-campus housing is a privilege. New students in any of the CIA's full-time degree programs must submit a completed application and signed Residence Hall License Agreement prior to their

entry date. Visit the CIA Main Menu student portal to apply for housing. While the housing staff does everything possible to honor individual requests, specific room requests cannot be guaranteed.

The signed Residence Hall License Agreement constitutes a binding lease for two full consecutive semesters (normally 30 weeks) but will be extended for an additional semester automatically as long as the resident meets eligibility. The lease can also be extended upon request and at the discretion of Residential Housing. Residents who wish to be released from this commitment must apply for a release from the Residential Housing Office for alternative housing and must meet departmental requirements.

Residents who wish to be released from this contractual Agreement at the end of a full semester will not be held responsible for the next semester providing they submit their request for release to the Residential Housing Office at least 45 days prior to the beginning of the next semester. Students who officially or unofficially leave the CIA through leave of absence, suspension, withdrawal, or termination, whether voluntarily or involuntarily, will be held to the residence hall fee refund formula as listed in the Withdrawal Policy under Student Accounts. Students moving into campus housing in the middle of a semester will be charged a pro-rated housing fee for that partial semester and will not receive a refund if they move out of campus housing prior to the completion of that semester.

If students are not enrolled in class, they must vacate their room within 24 hours after attending their last class unless granted permission to remain longer by the associate dean of student affairs and residence life or designee.

## Residence Life Staff

The Residence Life staff are responsible for promoting positive community life in the halls. Each staff member has a wide range of skills and responsibilities, including enhancing a sense of belonging, program development, staff advisement, and administrative duties. Students are advised to get to know the residence life staff on their campus and in their hall as they are valuable and willing resources.

Each CIA-controlled housing residence is staffed by resident assistants (RAs), full-time students who have been hired for their leadership skills and willingness to help other students. Resident assistants' names and duty schedules are posted at various locations in each residence hall. Students are encouraged to consult with their RAs about any questions, or personal problems they may be experiencing. RA staff provide students with information and assistance in addressing most problems that may arise in their residence hall.

Residential buildings have an assigned residence director (RD) or area coordinator (AC). The RD and AC are full-time professional staff of the CIA. The offices are located at the entrance of each hall and office hours are posted outside the office. Residence directors and area coordinators work a rotating schedule and are also posted outside the office. Students should check the schedule for their duty office hours. Outside of office hours, there is a staff member on duty for consultation each night of the week, including weekends and holidays.

### New York

Students should feel free to stop by the Residential Housing Office (Student Commons, room 221) regarding any concerns about life on campus. Their office hours are Monday through Friday from 8:00 a.m. to 4 p.m.

Information regarding Residential Housing can be found on the college's website at [www.ciachef.edu/ny-residence-halls](http://www.ciachef.edu/ny-residence-halls) and information regarding off-campus housing is available at [www.ciachef.edu/ny-housing](http://www.ciachef.edu/ny-housing). CIA at Greystone residence life staff is directed by the residence life and housing coordinator, with supervision responsibility for all residence halls. The residence life and housing coordinator is a full-time staff member.

### California

Students should feel free to stop by the Residence Life and Housing office near the Education Office regarding any concerns about life on campus.

Information regarding Residence Life can be found on the college's website at [www.ciachef.edu/ca-residence-halls/](http://www.ciachef.edu/ca-residence-halls/) and information regarding off-campus housing is available at [www.ciachef.edu/ca-housing/](http://www.ciachef.edu/ca-housing/).

## Resident Responsibility

**Responsibility for Personal Property:** The CIA does not assume any legal obligation or responsibility at any time for private property belonging to students or their guests and is not liable for the loss or damage of any article of personal property anywhere on any of the CIA campuses. The CIA recommends students purchase their own renter's insurance policy if other family insurance policies, such as a homeowner's policy, do not cover student

property while residing on campus. There are several resources available to students to protect their personal property at a low cost, such as National Student Services, INC.

**Responsibility for Communal Property:** Students are expected to help ensure that communal property (hallways, bathrooms, stairwells, elevators, lounges, study rooms, utility rooms, lobbies, kitchens, laundry rooms) is not abused. In areas where the CIA determines a majority of the residents are tolerating undue abuse of college property and those responsible cannot be identified, all residents of that area will be held responsible for the resulting repair costs and/or fines.

**Personal Use Agreement:** Students must agree that they will use the room assigned to them and will not transfer or assign the room to another person. The space may not be sublet. Further, students must agree that their room will be used for personal living, sleeping, and studying and that no commercial operations will be conducted there.

## Room Assignments

In New York, one traditional campus residence hall with community bathrooms, three traditional residence halls with semi-private bathrooms, six suite-style lodges, and 20 apartment-style townhouses provide housing for more than 1,700 students on campus. In California, three traditional campus residence halls with semi-private bathrooms provide housing for more than 170 students on campus.

There is an assortment of single-, double-, triple-, and quad-occupancy accommodations available. During peak occupancy, the CIA reserves the right to create additional triple-occupancy rooms. Students with the highest class seniority receive priority for both room and building assignment. Upon completion of the housing application, students may request a desired roommate. All requests will be considered; however, the college reserves the right to make all assignments and re-assignments as it deems necessary and appropriate. Accommodation is available on campus for married students, provided both are students and they are legally married.

All residential students will receive their housing assignments via their CIA-issued e-mail address, approximately one month before their expected move-in date. Students' housing assignments will outline specific times to move into their rooms. Room keys will be available at the residence hall to which they are assigned.

## Room Changes

A common reason for requesting a room change is conflict with roommates or discomfort in a new environment. It takes time for students to develop roommate compatibility and familiarity with a new home. Therefore, room change requests will not be accepted unless the student has first attempted to mediate the conflict with residence life staff present.

Room change requests will not be honored if students are scheduled to complete their time at the CIA within six weeks.

When necessary, students may request a room change. Priority for approval is based on date of request, seniority (completed credits and class level), mutual requests of roommates, and/or space availability. Students must submit their room change application electronically via the Residence Life Portal found on the CIA Main Menu to the professional Residence Life staff member of their building. Students will receive a written response and instructions concerning the request via email. If students fail to complete an approved room change, or make an unauthorized room change, students are subject to a \$100 fine and/or loss of room assignment. Students may not request more than one room change in an academic year (two semesters). Approved room changes are scheduled to take place approximately six weeks into a semester or at the conclusion of a semester.

Room change approvals will be considered for the following reasons:

1. Severe roommate conflict
2. Class schedule conflict
3. Financial or medical need
4. Students who were not accommodated at the time of move-in due to space restrictions.



In Metz Hall on the New York campus, students may not request to move out of Metz Hall for at least two consecutive semesters. All students may request a room change within their first two semesters as long as they remain within Metz Hall.

## Room Condition

Students are responsible for the condition of their room and furnishings from the time of check-in through the time they vacate the room, check out, and return their key. Students will be required to reimburse the CIA for all damages and/or losses to the room or furnishings above normal wear and tear.

Malicious damage and vandalism may result in the immediate loss of campus housing. Students may not make alterations to their room or furnishings; remove furniture from any room, including lounges and hallways; exchange furniture from one room for furniture in another; remove screens from windows in the residence halls or remove restrictor arms on windows where applicable, as fines will be assessed; use windows as room entrances or exits, except in the case of an emergency; tape, glue, or attach anything to a residence hall window; place anything on exterior window ledges; or place anything between the windows and the screens. Again, students are responsible for the actions of their guests, and students may share responsibility with their roommate for damages.

## Room Cost

All students requesting campus housing are pre-billed at the rate of a double-occupancy room, regardless of their request or actual room assignment. If a student is assigned to a room with a room cost greater or less than the double rate, the student will receive an adjustment to the student's account upon assignment. Pre-billing at the double rate does not constitute a guaranteed assignment to a double room. Room cost is prorated on a nightly basis for any time period less than a full semester unless directed by the housing refund schedule. All students are subject to room rate increases, which will take effect on July 1st of each year. The [Tuition and Fees](#) page of the CIA website provides the most up-to-date information on room cost.

## Room Furnishings

The Culinary Institute of America maintains a strict furniture policy to ensure fire safety. Additionally, personal furniture can contribute to pest problems. All rooms are furnished appropriately for their occupants.

Any additional furniture must be approved prior to being brought to campus. When personal furniture is approved to be brought into the residence halls, it must fit into the bedroom or suite and must be purchased new. CIA-owned furniture belonging to the suite or room will not be removed under any circumstances and must remain in the room or suite. Residents should obtain proper measurements of the room space prior to acquiring any new furniture to ensure safe egress.

The Manager must also approve additional furniture requests—Environmental Health and Safety. If approved for specialty furniture, residents are responsible to move personal furniture on their own when they move in or out of the building. Residents will be charged for any personal furniture that causes pest problems. Residence Life may amend these guidelines at any time and reserves the right to require the immediate removal of any personal furniture for any reason.

The following furnishings are provided at each campus:

- New York** Each room is equipped with a MicroFridge, desk, bookcase, desk lamp, desk chair, chest of drawers, wardrobe or closet, bed frame, and mattress (39 inches by 80 inches) for each resident. If a student is placed in a triple in Metz, the bed will be lofted and there will not be a desk lamp. Some double rooms also have lofted beds. Most residence hall rooms measure approximately 12 feet by 20 feet although rooms in the lodges and townhouses are of varying dimensions.
- California** Each room is equipped with a MicroFridge, desk, desk lamp, desk chair, chest of drawers/dresser, bed frame, and mattress (39 inches by 80 inches) for each resident.

Students are expected to provide bed linens, blankets, pillows, towels, personal toiletries, soaps, and cleaning supplies. All rooms are equipped with air conditioning. Bumper stickers, permanent fixtures, or posters are not allowed on residence hall doors facing the hallway. Students should refer to [Residence Hall Fire Safety](#) regarding items that may or may not be permitted in a room.



## Room Search Procedures

In cases involving the suspected possession or use of unauthorized CIA property, illegal drugs (including prescription drugs not authorized), fireworks, combustibles, firearms, or any other illegal items, the Campus Safety Department will be notified, and an administrative search warrant may be requested by the Campus Safety Department from one of the deans in the Student Affairs Department. Room searches can be conducted without the presence of the resident(s) of the room. In such cases, when possible, a student representative (Resident Assistant) will be present as a witness to observe the search. Any locked boxes or safes found that cannot be opened at the time of the search will be secured by Campus Safety until they are opened and inspected by a member of Campus Safety.

## Roommate Consolidation

If a student's roommate moves out—off campus or to another room—a space will likely be available in the room. If the college is unable to assign another person to fill the open space, it may be necessary to consolidate to accommodate overall campus housing requests and student housing needs. Students who do not have roommates may be required to consolidate or pay a fee associated with having a single room, depending on the housing needs of the college. To avoid paying a higher rate for a room, students may move into another occupied room with a free space or find another residential student to move into their residence.

All students who are in single rooms and have not requested a single room will be given an opportunity within a specified time period to find a roommate and consolidate on their own.

In the event a student cannot find a roommate, Residence Life staff will pair the student with another peer who is without a roommate. If a student refuses to move, the single-room rate will be charged to the student's account and disciplinary action may be taken.

The housing contract allows Residence Life to consolidate students into rooms to:

1. ensure residents pay for the room and living arrangements to which they agreed,
2. provide for the safety and security of all individuals living on campus, and
3. be “greener” by saving electricity, water, heating, and air conditioning costs.

Residence Life staff are available to answer questions and provide assistance through the consolidation process.

## Roommates

Learning to live closely with a new roommate can be a rewarding and broadening experience for students and can lead to a long-lasting friendship. It can also be a difficult task. In building a healthy relationship with roommates, good communication is essential. Open and honest discussion and active listening will help resolve those little conflicts that invariably occur. Respect for a roommate's personal property, privacy, and study/sleep needs will also help foster a successful relationship. It helps to remember that all parties are roommates. In exceptionally difficult situations, an RA, AC, or RD can function as a mediator.

## Services and Facilities

### Services and Facilities—NY

Each residence hall has a **lounge** equipped with lounge furniture, as well as tables and chairs for games, studying, or small group meetings. Students should treat these common areas—and the rights of all others using the lounges—with respect and care.

Each residence hall has a **laundry room** with washers and dryers for student use. The machines are coinless, and there is no charge to residential students to use them. Since the cost of operating the machines is built into the housing fee, students living off campus are prohibited from using the washers and dryers in the residence halls. Students should not leave their laundry unattended, as the college assumes no responsibility for any personal items missing from the laundry facilities.

**Kitchens** in Dargan/Rovetti, Angell, Rosenthal, and Metz Halls are available for student use to prepare personal meals or to practice culinary arts skills.

Hours of operation are posted and are subject to change. Students are responsible for supplying their own ingredients, utensils, and other small equipment that may be needed. Students must clean up the kitchen area after use. Students must also clearly label all personal food items stored in the kitchen refrigerators per ServSafe standards. Unlabeled food, or items that appear improperly stored or are becoming rancid, are subject to disposal without notice by Residence Life staff. Residents of lodges and townhouses have common kitchens subject to the same rules of use and cleanup. Kitchen privileges, or the privilege to visit or reside in college housing, may be revoked if the college determines that a student has abused the existing kitchen privileges.

**Computer labs** are located within the residence hall lounges. Students have access to library holdings at the CIA, as well as employment listings and Internet access from these areas. The college provides wireless Internet access in the residence halls. You may connect any Wi-Fi devices you bring to campus for Internet access. For detailed instructions and troubleshooting, please visit the ITS Technology Essentials page on the CIA Main Menu. Any repairs to equipment in the computer labs need to be communicated to the residence director of that hall.

### Services and Facilities—CA

Each residence hall has a lounge equipped with lounge furniture and tables and chairs for games, studying, or small group meetings. In addition, the Vineyard Lodges each have a large-screen television. Vineyard Lodge II has an exercise room on the second floor. Students should treat these common areas—and the rights of all others using the lounges—with respect and care.

Each residence hall has a laundry room with washers and dryers for student use. Students should not leave their laundry unattended, as the college assumes no responsibility for any personal items missing from the laundry facilities.

Kitchens in Vineyard Lodge I and II are available for students to use to prepare personal meals or practice skills. Each kitchen is equipped with large appliances and limited small appliances. Students are responsible for supplying their own pots, pans, ingredients, utensils, plates, glasses, and other small

equipment that may be needed. Students must clean up the kitchen area after each use. Clean means all dishes washed, dried, and put away; all counters cleared and cleaned; and all cooking surfaces scrubbed and grease-free. Students also must clearly label all personal food items that they store in the kitchen refrigerators. Unlabeled food, or food items that appear to be improperly stored or are becoming rancid, are subject to disposal without notice by Residence Life staff. Kitchen privileges, or the privilege to visit or reside in college housing, may be revoked if the college determines that a student has abused the existing kitchen privileges.

The Vineyard Lodge I and II kitchens are open from 6 a.m.–11 p.m. Sunday through Thursday, and 6 a.m.–midnight. Friday and Saturday on the condition that they are properly maintained. Residence Life staff hold regular sanitation inspections to ensure cleanliness standards are upheld by the residents.

## Telephones and Television Services

Campus Safety and/or the Student Affairs Office handle emergency calls for students; however, they are not equipped to manage non-emergency calls, or to take messages for students. In New York, there is a blue calling-card phone for long-distance calls located in each residence hall.

Wi-Fi is provided in each room. Students may elect to utilize their streaming service of choice. Most Smart televisions are equipped to connect to the CIA Wi-Fi.

## General Information

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The campus CIA students call home has a rich history of education excellence, world-class facilities, and boundless opportunities for its students. This section includes additional information that will be helpful to students during their time as a student at The Culinary Institute of America

# Campus Climate and Inclusiveness

The Culinary Institute of America is committed to providing an encouraging, safe, and inclusive campus and classroom experience for all students, faculty, staff, and guests. The CIA welcomes and is enriched by ideas, cultures, and personal identities of the campus community. Inclusiveness and respect align with the mission of the CIA and allow the college to support a diverse society and foodservice and hospitality industry.

All members of the CIA community are responsible for contributing to a campus environment where everyone is encouraged, valued, and receives fair and equitable treatment, regardless of personal expression, identity, belief, and status.

## Cell Phones and Personal Electronic Devices

The respectful use of cell phones and other electronic devices is an important element of a student's CIA education as students prepare for success in the foodservice and hospitality industry. Therefore, students are expected to adhere to the following guidelines concerning the use of these devices on campus:

### Use in Laboratory Classes

**With instructor's approval**, students may use cell phones and other electronic devices in laboratory classes for the following purposes:

- As a timer
- As a clock
- As a calculator—for class only; not for tests
- For research—only if it is part of class
- To take photos to use for building a portfolio
- To take videos—of demos only
- In emergency situations

Examples of inappropriate use of electronic devices in class include:

- Playing games
- Using social media sites or apps
- Sending or reading personal e-mail
- Talking

- Texting
- Reviewing course guides or timelines
- Reading or consulting recipes
- Taking or watching videos other than of demos, as above
- Walking and texting at the same time
- Anything else that the instructor considers disruptive to the class

In addition, at the instructor's discretion, students and their classmates may be asked to refrain from using their cell phones during lecture.

### Use in Lecture Halls

Electronic device use is **never** appropriate in lecture halls. The only exceptions will be for emergencies or specific educational needs with prior instructor approval.

### Use Outside of Classes

When students are not in class, they may use these devices:

- In common areas, while stationary
- In dining areas, while stationary

### Use of Earbuds and Headphones

For safety reasons, no earbuds or headphones are allowed in kitchens, bakeshop areas, or hallways of academic buildings. This includes times when students are cooking or transitioning through a kitchen or bakeshop for a meal.

### Consequences for Inappropriate Use

Any violation of these guidelines may result in dismissal from class, a recorded absence, and/or reduction of a student's daily grade at the instructor's discretion. Students will be referred to Student Affairs for violations outside of the classroom environment.

## College Colors

The CIA uses sage green and fire gold for the official school colors. The wheat stalk in the logo symbolizes strength, quality, and heritage. The logo for our athletic teams (the CIA Steels) is the steel and knife.

## Dining Services

Student dining at The Culinary Institute of America is much more than a typical college meal plan. It is an important part of the campus culture at the CIA, fostering community and teamwork by preparing and sharing meals together. Most importantly, student dining is a vital part of a CIA education, both for those students preparing the meals and those partaking in them. The curriculum drives college's unique dining program and provides the campus population with a vast array of menu options each class day.

By taking advantage of their instructional day meals, students educate their palates and expand their exposure to various cuisines, foods, ingredients, and cooking methods. Enjoying student-prepared meals also serves to support classmates' efforts 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.

To be served and dine on campus, students must be in uniform or follow the proper dress code as described in the [Professionalism, Uniform, and Hygiene section](#).

### 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 (LSC) staff is available to assist in addressing these limitations as they apply to the technical requirements of the curriculum. If students have a dietary restriction, they must provide medical documentation to LSC staff. For information about reasonable accommodations for class assignments, product handling, and/or student dining options as related to dietary restrictions, please contact:

Medical-related: Learning Strategies Center at  
New York 845-905-4631

Non-medical-related: Dining Services at 845-905-4518  
California Learning Strategies Center at 707-967-2406  
Texas LSC administrator at 210-554-6465

### Meals—NY

The CIA's standard meal plan in New York provides a predetermined number of points for every regularly scheduled class day as part of a student's board fee and 325 Gold Points for Weekend/Extra Dining choices, which are required for all students. A set number of points may be deducted as an education requirement at a specific location as part of the class. Students may purchase additional Gold Points that will allow for more meal options throughout the semester and may be used during the week, on weekends, and on other days when there are no scheduled classes. Students must have their valid student ID card to be served. Students should not give their ID card to another student for the purpose of obtaining a meal; this is a code of conduct violation subject to disciplinary action. Students also must be in uniform or follow the proper dress code to be served in Roth Hall. Uniform/proper dress code is not required in the Student Commons. The meal program may be modified in the event of severe weather or power outages.

### Delivery of Meals to Room-bound Students—NY

If students cannot leave their residence hall room due to illness, a meal may be brought to them. Students must observe the following procedures:

1. Students must first be on file with Student Health Services as being ill and absent from class.
2. Students must initiate the request for a meal delivery from Dining Services. Students should ask a classmate, roommate, or friend to assist them as the "runner" of their meal.
3. The chef and the kitchen will handle the meal just like any other order, except that the meal is served to the "runner."
4. The "runner" should not miss a class to deliver a meal.

*Under no circumstances are non-disposable plates, utensils, or equipment to leave Roth Hall, the J. Willard Marriott Education Center, or The Egg. Students who violate this policy will be assessed a \$25 fine.*

## E-Mail and Student Portal Responsibility

Students are responsible for checking their e-mail accounts and CIA Main Menu (the student portal) regularly (i.e., at least twice per day). The faculty and administration communicate with the student body through the college-issued e-mail account and CIA Main Menu. Additionally, students may access their grades, class schedules, housing information, billing, and other important information on CIA Main Menu. The college recommends that students check both resources at least twice per day.

## Equipment

The CIA has high-quality kitchen, bakeshop, and dining room equipment for use as teaching tools. These items need to be available for student use during all class times. As a result, no one is allowed to borrow CIA equipment. China, flatware, and glassware are not to leave the kitchen or dining room to which they are assigned. Students will face disciplinary action if they are found to be in unauthorized possession of CIA equipment without proper approval documentation.

## Exhibition and Showpieces

CIA students frequently prepare food displays and centerpieces to be exhibited at off-campus functions and shows. If students prepare an item for a show, they will create their artwork under the supervision of a CIA instructor. The results are entered as CIA showpieces and may not be used for personal functions.

## Identification Cards

Identification cards are issued to all students and must be carried at all times. If a student loses a card, a replacement can be acquired from the Student Recreation Center front desk during normal business hours, otherwise they can be printed at the Safety Office. A \$15 nonrefundable fee will be placed on the student's account when a replacement card is issued.

Students are warned that the alteration or forgery of any information on a CIA-issued ID card or the card itself is a serious violation of the [Student Code of Conduct](#) and New York State Penal Law. Students are not permitted to give their identification card to anyone under any circumstances. Such actions may result in sanctions ranging from demerits and fines to suspension. New York State considers this a crime punishable by fines and imprisonment.

## Location of Information

Information pertaining to subjects important to CIA students is available online and in campus offices and publications. Please see [Location of Information](#) in the *CIA Academic Catalog* for assistance in finding the necessary information.

## Outside Employment

If students accept part-time or occasional employment to perform culinary services for outside organizations, they do so as a private individual and not as an agent of the CIA. Any request from an outside organization for the donation of services intended to represent the CIA or on behalf of the CIA should be forwarded to the special events and community relations manager, for review and approval by the appropriate division head to determine if the CIA will participate. In all cases, the CIA reserves the right to control the use of its name in connection with any services performed by its authorized agents, and proposed uses must be approved by the vice president—enrollment, marketing, and communication.

## Photography, Videos, and Intellectual Property

Photographers and videographers may be on campus periodically to take photographs or videos that may be used in CIA advertising, in publications, or on our website. As a condition of enrollment, students grant The Culinary Institute of America the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of college-related photographs, videotapes, or other electronic

media that include their image or their participation in classes for use in promoting, publicizing, or explaining the college and its activities. If students do not wish to have their image or class projects used by the CIA in this way, please contact the director of creative services at the New York campus by emailing [Terri.Totten@culinary.edu](mailto:Terri.Totten@culinary.edu).

Also, students are not allowed to use any intellectual property of The Culinary Institute of America (including, but not limited to, CIA photography, videos, and logos) without the permission of the director of creative services.

## Required Information

All CIA correspondence is sent to students' CIA e-mail addresses.

Students must provide the Registrar's Office with the following information: permanent address and current phone number, emergency address and phone number, and—if students are living off campus—a local address. Everyone must supply a current cell phone number (or land line) at which they can be reached. **Each semester, it is every student's responsibility to update this information with Student Financial and Registration Services.**

## Restaurants and Campus Stores

The Culinary Institute of America operates a family of unique award-winning restaurants staffed by students and faculty in the CIA academic programs. The college also runs The Restaurant at CIA Copia in Napa, CA. All Culinary Institute of America restaurants and stores serve both the campus community and the public.

For menus, hours of operation, and more information about The CIA Restaurant Group, visit [www.ciarestaurantgroup.com](http://www.ciarestaurantgroup.com).

### Student Discounts

All CIA students receive a 10% discount at all CIA restaurants at all times, except for The Egg on the New York campus and The Top Table in Singapore.

In all circumstances, the student must be dining with any guests for whom this discount will apply. This discount does not apply to special offers, events, or Special Dining Events programs unless otherwise advised.

### 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 with a first-class American wine list and comfortable, warm service, this elegant restaurant sets the stage for an unparalleled dining experience in New York's Hudson Valley.

**The Tavern at American Bounty** is a casual section of the restaurant where diners can enjoy tavern fare and specialty beers from the Brewery at the CIA. No reservations are necessary for The Tavern experience.

### Apple Pie Bakery Café

With its relaxed and inviting atmosphere, the café offers a range of baked goods and café cuisine including savory items, artisan breads, elegant pastries, and luxurious confections. An assortment of cold and hot beverages completes the café experience. The bakery café offers both a dine-in area and a grab and go takeout area. No reservations are necessary for the Apple Pie Bakery Café experience.

### The Bocus Restaurant

Sleek and strikingly contemporary, this French restaurant is named for the most famous chef in France, Paul Bocuse. The Bocus Restaurant reimagines 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 Bocus 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. Dining at this grand Tuscan-style villa is a culinary escape to another world without ever having to leave the beautiful Hudson Valley.

A casual section in the Ristorante Caterina de' Medici, the **Al Forno Trattoria** serves up wood oven pizza and other simple rustic dishes. No reservations are necessary for the Al Forno Trattoria experience.

### **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.bncollege.com](http://ciachef.bncollege.com).

### **California Campus Gatehouse Restaurant**

In the Gatehouse Restaurant, advanced CIA students transform the freshest regional ingredients such as those from the CIA's own farm and herb gardens into creative contemporary dishes served graciously in a refined yet casual dining room. The experience is orchestrated by faculty-led CIA students in a restaurant classroom, making for a truly unique and memorable dining event.

### **The Restaurant at CIA Copia**

The Restaurant at CIA Copia offers an uncommon experience. The curated selection of wines, beer, and craft cocktails elevate the flavors of each dish. Its sleek and comfortable atmosphere is perfect for a celebratory evening or a go-to hangout with friends. Patrons can have a drink at the bar or grab a couch in the lounge. Whether dining inside, or outside in the Grove, enjoy California Mediterranean cuisine.

### **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 various sumptuous sandwiches, soups, salads, breads, pastries, desserts, and coffee drinks.

### **The Spice Islands Campus Store and Marketplace**

The 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.

### **Texas Campus Savor**

Savor restaurant highlights the talents of CIA students under the supervision of the college's world-class faculty. Inspired by global flavors and cuisines, and rooted in the culinary arts curriculum, the carefully curated menu puts an innovated twist on classic dishes. Patrons can opt to build their own three- or four-course meal in the intimate dining room or spend time in the lounge area and order constantly changing tastes from the kitchen.

### **CIA Singapore The Top Table**

The Top Table restaurant serves as a training ground for students in contemporary and formal cuisine and service. The contemporary menu is casually elegant—a combination of local ingredients with western flair—paired with friendly, professional service. The formal menu features cuisine based in classical techniques with an emphasis on innovative and modernist cooking methods, and a service model that includes gueridon service and white-tablecloth elegance.

### **Sugarloaf Café**

Located off the main lobby of the Temasek Culinary Academy, Sugarloaf Café is managed by the CIA baking and pastry arts students. It offers soups, salads, sandwiches, artisanal breads, freshly baked goods, coffees, milkshakes, floats, desserts, and house-made ice creams—bringing a combination of American and European flair to Singapore.



## Service Charge Policy

A key component of the education process at the CIA is learning how to deliver outstanding service.

Students are not permitted to accept tips as an enrolled student in a restaurant class or as a student worker at The Culinary Institute of America, . This practice is in accordance with IRS regulations and the CIA Student Code of Conduct (Section 19). If students are registered for a restaurant class and are found to be taking a tip in that class, students will fail the class. If students are employed working in a restaurant and are found to be taking a tip, they will lose their privilege to work on campus for the remainder of their stay at the college. The CIA's adherence to this no-tipping policy as a campus-wide directive allows for the best possible customer service at all times.

Considering this policy, and to keep the student experience focused on education, the CIA has included a 20% service charge on each restaurant check. All monies from the service charge are returned to students through scholarships, support of student activities, and the purchase of graduation jackets.

## Student Complaints

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 their concern first by speaking with the policy owner or the appropriate CIA administrator before filing a formal complaint. The [Student Complaint process](#) can be found on the CIA Main Menu Policies and Procedures page.

## The Culinarian's Oath

I swear to fulfill, to the best of my ability and judgment, this covenant:

- I will remember that preparing food and serving others is both a great honor and a tremendous responsibility.
- I will carry out my duties with excellence, professionalism, leadership, ethics, and respect for diversity.
- I will treat food as precious and elevate its value and minimize its waste by applying my skills with reverence and attention.
- I will carry out my obligations to all fellow human beings with an equal degree of commitment, be they of privilege, or those who may be less fortunate.
- I will remember that nourishment is both art and medicine and that I will strive to feed the soul and prevent disease wherever I can.
- I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed.
- I will honor the hard-won respect and accomplishments of those culinarians in whose steps I walk, and gladly share such knowledge, along with my own, with those who are to follow.

May I always act so as to preserve the finest traditions of my calling and may I long experience the joy of those whom I have served.

## The Culinary Institute of America Alma Mater

The second stanza of the alma mater changes for each campus location as noted below.

You've prepared us to practice the discipline  
Of Careme and Escoffier  
Armed with practical lessons, we'll enrich our  
profession  
As we each find our own way

**[New York Campus]**

Forming bonds with our colleagues at CIA  
*High above the Hudson's banks*  
We'll remember with pleasure all the friendships we  
treasure  
*And for these, we offer thanks*

#### **[California Campus]**

Forming bonds with our colleagues at CIA  
*'Mid the Napa wine and fare*  
We'll remember with pleasure all the friendships we  
treasure  
*'And the gratitude we share*

#### **[Texas Campus]**

Forming bonds with our colleagues at CIA  
*San Antonio riverside*  
We'll remember with pleasure all the friendships we  
treasure  
*As we honor you with pride*

**Culinary Institute of America**  
**Venture forth but still be true to the school we**  
**love**

**Culinary Institute of America**  
**Venture forth but still be true to the school we**  
**love**

Taking pride in traditions of excellence  
Shine a torch to lead the way  
From the best education to the newest innovation  
We'll remember CIA

Breaking bread signals friendship around the world  
Sharing wine mends a fray  
You shape public perception give support and  
direction  
And so in our hearts we say

**Culinary Institute of America**  
**Venture forth but still be true to the school we**  
**love**

**Culinary Institute of America**  
**Venture forth but still be true to the school we**  
**love**

Words by Heidi Joyce and Carol Lally Metz  
Music by Randall Fleischer and Heidi Joyce

## The Culinary Institute of America Fight Song

### **Mighty CIA!**

Culinary!  
Culinary!

Mighty CIA  
Sage and Fire

Will be inspired  
to victory today

We're behind you,  
rooting for you

Press on,  
never stop

Sing and Cheer and  
Chop! Chop! Chop!

For CIA!

## Student Code of Conduct

The Culinary Institute of America (CIA) strives to provide a quality of life and an environment that helps students grow both personally and professionally. The CIA requires students to conduct themselves in ways that exemplify the mission statement of the college and uphold the core values of the college. The Student Code of Conduct promotes the necessary order, safety, and security of the college 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 CIA or actions that endanger any member of the college community will not be tolerated.

### Article I: Judicial Authority

1. The vice president and dean of student affairs in New York or their appointed conduct officers at each campus location have judicial authority to assess penalties and sanctions found in Article III, Section B in accordance with this code.

2. Any member of the CIA community may report violations of the code directly to an appropriate conduct officer at each CIA campus location or through the [Reporting Toolkit](#) or [online reporting form landing page](#). Violations of the code will also be considered when information is provided from one who is not a member of the college community.
3. Appeal: See Article III, Section A (3).

Note: Violations involving harassment, sexual misconduct, or discrimination must follow the process outlined in the Harassment, Sexual Misconduct, and Discrimination Policy to address, adjudicate, and appeal such violations.

## Article II: Jurisdiction and Proscribed Conduct

### A. Jurisdiction of the CIA

Any student who engages in conduct contrary to the CIA's Student Code of Conduct either on or off a CIA campus, including criminal activity for which they may or may not be arrested (by local law enforcement), may be subject to disciplinary action. The Student Code of Conduct is applicable to a student during the time of admission through the awarding of a degree or certificate and applies to all behavior while on any CIA campus; during CIA-sponsored programs, trips, or events; off campus; and during externship, internship, or intersession periods. When a standard of conduct violation occurs in a classroom, the student may be subject to sanctions under academic policies and/or the Student Code of Conduct. The code of conduct remains in effect when a student withdraws from the CIA while a disciplinary matter is pending.

Students who register to participate in a semester-away or study-abroad opportunity are subject to a disciplinary review and clearance prior to the trip.

### B. Conduct: Rules and Regulations

Violations of the code include, but are not limited to, the behavior outlined below. At its discretion, the administration may bring charges against any student whose conduct violates the CIA's rules or regulations. Any student found to have committed

the following misconduct is subject to the disciplinary sanctions outlined in Article III, Section B:

**Section 1: Endangering Behavior.** Verbal and/or physical conduct and any form of retaliation that threatens or endangers the health or safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others.

**Section 2: Weapons or Contraband.** Illegal or unauthorized possession or use of any type of firearm, including, but not limited to, BB or other pellet/air guns, paintball guns, explosive fireworks, martial arts weapons, combustibles, open flames, tasers, or knives (except for small pocket knives and knives specifically required by the CIA for laboratory classes) or the possession of any other weapon or instrument that could be used to inflict injury, or that might cause a person to believe there may be a danger of being harmed. Novelty or collectible items that simulate or imitate weapons are also prohibited.

**Section 3: Drugs.** Violation of the campus Alcohol and Drug Policy, including, but not limited to, the following:

- the possession, solicitation, sale, distribution, or use of any illegal drugs or substances on campus, even in cases where a student may have a medical prescription for the use of such drugs or substances (e.g., medical cannabis);
- the possession of drug-related paraphernalia (e.g., bongs, pipes, syringes) or the use of hookahs;
- the use of legal substances and/or paraphernalia in an illegal manner;
- [being in the presence of paraphernalia or anyone using illegal drugs or legal substances in an illegal manner;](#)
- or arrest for drug-related activity on or off campus.

Regardless of any local or state laws, and in compliance with federal law, the use, possession, manufacture, or cultivation of an illegal drug or substance, or being under its influence, is not permitted in or on any CIA campus, facility, or property; nor is it permitted at any CIA-sponsored event or activity that takes place in an off-campus environment.

**Section 4: Damaging CIA Reputation.** Behavior, on or off campus, that would tend to damage the reputation of the CIA or its students, or that may cause any injury or hardship to anyone.

**Section 5: Theft/Unauthorized Use.** Possession of contraband items prohibited by law or CIA policy (e.g., official street signs, CIA owned furniture or equipment, dishware, etc.). Attempted or actual theft of CIA property or property of a member of the college or local community. This includes theft of services or unauthorized use of CIA property, equipment, facilities, or services (see [Property Pass Policy](#)).

**Section 6: Vandalism or Misuse of**

**Property.** Vandalism, defacement, or misuse of, or damage to any part of CIA premises/property or the personal property of any member of the college community.

**Section 7: Violation of Law.** Violations of any federal, state, or local law or regulation. These may result in prosecution and sanctions by civil authorities. However, violations that adversely affect the interests and reputation of the CIA may result in disciplinary action being taken against any student by the college itself, independent of civil authorities. (Please refer to Article II, C, for additional information.)

**Section 8: Alcohol.** Violation of the campus Alcohol and Drug Policy, including, but not limited to, the following:

- Consuming alcohol in a public or communal area (e.g., parking lots, gazebos, athletic fields, halls, lounges, kitchens, alcohol-free CIA-sponsored events, etc.)
- Providing someone under 21 with alcohol
- Consumption of alcohol by a student under 21
- Possession of alcohol by a student under 21
- Engaging in inappropriate behavior involving alcohol including, but not limited to, public intoxication or any intoxication resulting in a transport to the hospital
- Possession of, or being in the presence of, a beer keg/tap system, or drinking games (e.g., beer pong, flip cup, funneling), or being involved in any activity that promotes mass consumption of alcohol

- Consuming or possessing an excessive amount of alcohol (not to exceed twelve 12-ounce containers of beer or pre-mixed beverage alcohol [144 oz], or two 750ml bottles of wine, or one-fifth of distilled alcohol) per resident; guests may not bring additional alcohol that would exceed the permitted amount for a resident
- Students over 21 may not be in the presence of a person under 21 if alcohol is being consumed (open container); the exception is if one roommate is under 21, as long as the other roommate(s) are the only people in the room at the time the alcohol is present
- Students over 21 may not consume alcohol if there is a person under 21 present
- Students under 21 may not be in the presence of alcohol, except if one roommate is over 21 as long as both roommates are the only two people in the room at the time the alcohol is present
- Hosting a party (defined as more individuals than permitted by fire code) in campus housing in which alcohol is present
- Possession of empty containers of alcohol
- Other violations of alcohol policies not outlined within this code

**Section 9: Fire Safety System.** Tampering with or damaging any mechanism that is part of the fire alarm or fire suppression system (fire extinguisher, smoke detector, sprinkler, etc.), including willfully, or through negligence, causing a fire alarm to sound, or failing to immediately evacuate the building when an alarm sounds; and willfully or maliciously causing a fire. (Please note: the violations listed above are profoundly serious, potentially endangering all campus residents. Thus, sanctions can include fines, expulsion from the college, and criminal prosecution by civil authorities.) Please see [Residence Hall Fire Safety](#) for additional information.

**Section 10: Providing False Information/ Withholding Information.** Furnishing false information to the CIA or making false statements or false reports to CIA officials; engaging in forgery, alteration, or improper use of any CIA record, key, identification card, or other document; or withholding information a student knew or reasonably should have known to disclose to the college, or information that has been requested by a

member of the CIA community who is authorized to request such information. The use of false identification may be a crime under state law.

**Section 11: Failure to Comply.** Failure to comply with directions of, or interference with, any CIA official, faculty member, or staff member, including the failure to properly identify oneself or to produce an identification card when requested to do so; failure to complete required programs as assigned; unauthorized attendance at or attempting to obtain access to a CIA-sponsored event (e.g., conference, commencement, or reception) without a CIA-issued ticket or permission to do so.

## **Section 12: Housing/Residence Hall**

**Violations.** Violation of the Residence Hall License Agreement or code of conduct violations found within this code whether the student is present or not present in the student's CIA contracted or controlled housing, including, but not limited to, the following:

- Violation of guest policy
- Violation of a CIA policy by a guest (student hosts are responsible for ensuring their guests' compliance with CIA policy)
- Violation of quiet hours and/or disturbing others during courtesy hours both inside and/or outside of housing
- Unauthorized alterations of a room including, but not limited to, painting, construction of lofts, installing hooks in the ceilings or walls, or use of a personal door lock
- Possession of pets not otherwise permitted by the CIA
- Unauthorized refrigerator or microwave
- Violation of Residence Hall Fire Safety regulations
- Having a dart board with steel-pointed darts in campus housing
- Improper disposal of trash and recycling including, but not limited to, accumulation of bottles, boxes, trash, or other debris
- Failure to prepare the room for incoming student(s) or occupying both sides of the room
- Participating in hall or courtyard sports
- Unauthorized room change or failure to complete scheduled room change
- Failure to follow proper check-out procedures
- Tampering with and/or damage to room, facility, or personal or CIA-owned property

- Engaging in commercial activities in a residence hall or solicitation on behalf of an outside party, such as distribution or posting of leaflets or flyers
- Failure to follow proper closing policies for approved college breaks, including but not limited to, summer, winter, or spring breaks
- Failure to maintain appropriate cleanliness in your housing or bathroom (see Housekeeping)
- Other violations of Residence Life policies not outlined within this code (Including but not limited to violation of the Emotional Support Animal Policy)

**Section 13: Dress Code.** Violations of the [Professionalism, Uniform, and Hygiene Policy](#) in the *CIA Academic Catalog*.

## **Section 14: Unprofessional**

**Conduct.** Unprofessional conduct, including, but not limited to, the use of foul language, bullying, demeaning, rude, or insulting behavior, or other personal conduct (such as spitting in public areas, or discarding cigarette butts or litter on the ground, in wooded areas and ponds, or otherwise not in proper receptacles) that would tend to demean the reputation of CIA students, staff, faculty, visitors, or guests.

**Section 15: Obstruction.** Participation in a campus activity or demonstration that disrupts the normal operations of the CIA and infringes upon the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

**Section 16: Computer or Phone Violations.** Theft or other abuse of computer time or phone service including, but not limited to, the following:

- Unauthorized entry into a file for any purpose, including to use, read, or change its contents
- Unauthorized transfer of a file
- Unauthorized use of another person's identity, password, and/or personal access code number
- Use of computing facilities to interfere with the work of another student, faculty member, or college official

- Use of computers or personal electronic devices to send inappropriate messages or view inappropriate content
- Use of computing facilities to interfere with the normal operation of the CIA computing system
- Fraudulent use of phone service

**Section 17: Building Security.** Tampering with, damaging, or compromising any equipment part of the door access system or campus surveillance system (doors, card readers, locks, closed-circuit TV cameras, etc.). These systems are in place to help protect the safety and security of all residents. Students are cautioned not to allow access to residence halls by anyone they do not know personally. Immediately report all suspicious persons or activities to Campus Safety or Security. Violation of this policy can include, but is not limited to, the following:

1. Improper entry or exit into or out of a building without permission, or without using properly issued keys or ID card access (see Identification Cards)
2. Improper use of an access card or key (your own or one belonging to another person)
3. Propping open a door to prevent it from closing and/or locking properly
4. Forcing open a door or window by any means other than proper use of a door access card or key

**Section 18: Impeding the Conduct Process.** Abuse of the conduct process, including but not limited to the following:

- Falsification, distortion, or misrepresentation of information during a conduct meeting
- Disruption or interference with an orderly conduct proceeding
- Initiating a conduct proceeding without just cause
- Attempting to discourage an individual's proper participation in, or use of, the conduct process
- Attempting to influence the impartiality of a CIA official prior to, and/or during, the course of the conduct proceeding
- Engaging in inappropriate verbal or physical conduct towards a CIA official prior to, during, and/or after a conduct proceeding
- Failure to comply with sanction(s) imposed under this code

- Influencing or attempting to influence another person to commit an abuse of the conduct process

**Section 19: Camping on Campus** (amended May 2, 2024)- The CIA is committed to maintaining a healthy, safe living and learning environment to carry out its educational mission. To that end, camping is prohibited on CIA property. Furthermore, the CIA prohibits using campus property or buildings for purposes unrelated to the CIA's regular programs and activities.

For this Policy, Camping is defined as:

- The establishment of, or attempt to establish, temporary or permanent living quarters at any location on CIA property other than authorized assignment to residence halls, lodges, townhouses, or other CIA-managed housing;
- Sleeping outdoors with or without bedding, tent, or similar device, structure, protection, or equipment;
- Sleeping at any time during the day or overnight, in or under, any parked vehicle, camper trailer, motor home, gazebo, or covered spaces including, but not limited to walkways, sheds, and parking garages.

**Section 20: Campus Policy Violations.** Violation of any college policy not outlined in this code, including, but not limited to: Harassment, Sexual Misconduct, and Discrimination Policy; Campus SaVE Act Addendum; Service Charge (Tipping) Policy; Smoking and Tobacco Policy; Traffic and Parking Violations and Fines; Student Employment Policy; Student Guest Policy; and Hazing Policy.

### C. Violations of Law and CIA Discipline

1. If a student is charged with an off-campus violation of a federal, state, or local law or regulation, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken, and sanctions imposed for misconduct that demonstrates a disregard for the college or local community.
2. The CIA's disciplinary proceedings may be instituted against a student charged with violation of a law or regulation that is also a violation of this code. Proceedings under this



code may be conducted regardless of outcome, prior to, simultaneously with, or following any civil or criminal proceedings off campus.

3. When a student is charged by federal, state, or local authorities with a violation of law, the CIA will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding under this code, however, the college may advise off-campus authorities of the existence of this code and of how such matters will be overseen within the CIA community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the punishment and/or rehabilitation of student violators. Individual students and faculty members, acting in their capacities, remain free to interact with government representatives as they deem appropriate. The CIA reserves the right to defer or pursue any disciplinary proceeding during a related criminal or administrative proceeding.

#### D. Amnesty from Drug, Alcohol, and Other Conduct Violations

The health and safety of the CIA community is of utmost importance. The CIA recognizes that students who have been drinking and/or using drugs (whether such is voluntary or involuntary) at the time that violence—including, but not limited to, domestic violence, dating violence, stalking, or sexual assault—occurs may be hesitant to report such incidents due to fear of potential consequences for their conduct. The CIA strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to CIA officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to CIA officials or law enforcement will not be subject to the CIA's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

In addition to amnesty for alcohol and drug violations, an individual who participates in good faith as a complainant, a witness in an investigation, or a bystander in relation to an incident of sexual

assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for any violation of the CIA's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Further, when a student assists an individual who is intoxicated or under the influence of alcohol/drugs in procuring medical or safety assistance, that student may be granted amnesty from formal disciplinary action by the college for violating the alcohol or drug policy, at the discretion of the conduct officer.

### Article III: Student Conduct Processes

#### A. Charges and Hearings

1. Any member of the CIA community may file a report against any student for misconduct. Any report will be prepared in writing and directed to an appropriate CIA official/conduct officer.
2. An alleged student will be notified within 30 calendar days of CIA awareness and/or discovery of the alleged violation, exclusive of holidays. *Harassment, Sexual Misconduct, and Discrimination and Title IX matter have their own schedules.*
3. An assigned conduct officer will direct an investigation to determine whether the charges merit sanctions.
4. The finding of "in violation" of policy is rendered on the basis of a more likely than not standard of proof—or preponderance of evidence—where a reasonable belief exists that a violation has occurred and is deemed sufficient to issue sanctions. If this is found to be the case, the conduct officer will issue a finding and sanction. The college does not operate under the auspices of beyond a reasonable doubt. This legal precept is reserved for the criminal courts of the local, state, and federal judicial systems.
5. Cooperation from students is expected. No college official may promise that a sanction will be reduced or modified if a student cooperates with the official or provides any additional

information when asked. Disciplinary sanctions are issued according to the particular violation, severity, past practice, and aggravating and/or mitigating circumstances.

6. All decisions related to a charge or charges against a student will be presented to the accused student in writing. At any point within the investigation, if additional information arises that results in new charges and/or modification to sanctions, students will be made aware in writing.

## B. Appeals

1. A decision reached by a conduct officer may be appealed by the student within three (3) business days of the issuance of the sanction, exclusive of holidays or breaks. Such appeals must be submitted in writing via this [linked report](#).
2. Written warnings and administrative violations (including, but not limited to, residence hall closing, announced room inspections, lockouts) cannot be appealed.
3. There are three justifications upon which an appeal will be considered.
  - a. The decision reached was NOT based on substantial evidence; that is, the facts of the case were **insufficient** to establish that a violation of this code occurred.
  - b. The conduct procedures were improperly followed.
  - c. New evidence is available to alter the original determination.
4. An appeal officer will decide whether an appeal will be granted based on the above criteria, and the student will be informed of the appeal status.
  - a. If a student fails to justify the appeal, then the appeal will be denied.
  - b. If a student successfully justifies the appeal, an appeal officer will review the original case, as well as the student's rationale for appealing the decision, and render a decision in writing based on this information.
5. Should additional information be required, the appeal officer is empowered to (re)interview the adjudged student and/or witness(es).
6. An appeal officer is empowered to eliminate or alter the findings and/or sanctions previously decided.

7. Students will be presented with the outcome of their appeal in writing.

## B. Sanctions

The following sanctions may be imposed upon any student found to have violated this code or as an interim measure pending the outcome of any charge(s) brought pursuant to this code. Any combination of sanctions listed in this section may be imposed for any single violation.

**Verbal Warning:** A verbal warning may occasionally be given to allow a student to correct a violation promptly.

**Written Warning:** A written notice informing a student of a violation, and a warning that repeat violations will result in more severe disciplinary sanctions.

**Demerits:** Demerits may be assessed for verified violations of this code. A student is subject to suspension or expulsion from the CIA for an accumulation of 12 demerits within a 12-month period. Demerits may disqualify a student from becoming a resident assistant, participating in the Manager-in-Training (MIT) program, living in specific residence halls, participating in intercollegiate athletics, or holding certain student offices.

**Probation:** Probation for a designated time may be assigned. Probation may include specific directives that the student is instructed to follow, as well as a warning that additional sanctions may be assigned for further violations or a signed behavioral contract agreement.

**Loss of Privileges:** There may be a denial of specified privileges for a designated period of time. This includes, but is not limited to, any and all privileges pertaining to campus housing, operating and parking motor vehicles, campus visitation, student employment, or use of any campus facility or service.

**Fines:** Fines may be assessed. The amount will reflect the degree of seriousness of the violation. All fines are considered legitimate debts to the CIA, and non-payment may result in any stated penalties, discontinuation of classes, and/or not attending the

commencement ceremony, not receiving the diploma, and/or not receiving copies of student transcripts and records.

**Restitution:** Compensation for loss, damage, or injury may be required. This may take the form of appropriate service and/or monetary payment or material replacement.

**Community Restitution:** Work assignments for a specified number of hours may be given to provide a useful service to the college or local community.

**Residence Hall Suspension:** There may be a separation of the student from the residence halls for a defined period of time. Students with serious disciplinary records are not permitted to reside in or visit residence halls as deemed appropriate.

**Loss of Housing:** Permanent separation of the student from the residence halls may occur. [Students expelled from the residence halls may not be allowed to visit the residence halls.](#)

**Completion of an Alcohol Education or Rehabilitation Program:** Successful completion of an approved alcohol or substance abuse rehabilitation or educational program may be required as a condition for continued matriculation if the violation(s) involves alcohol, illegal drugs, or the abuse or misuse of any legal drugs.

**Required Assessment or Educational Sessions:** A completed assessment or educational session by a licensed counselor or medical doctor may be required for students exhibiting behavioral concerns that compromise the safety of oneself or others.

**Involuntary Separation:** Significant concerns regarding health and wellness may require the college to place a student on an involuntary withdrawal or leave of absence, per college policy, until said concern is addressed.

**Suspension:** Suspension from the CIA often lasts for 15 weeks to one year but may be for lesser or greater periods of time. Suspension may take effect immediately, including suspension from classes, residence halls, and all campus visitations, unless specifically authorized. Any student arrested and

charged with a felony may be immediately suspended from classes, pending further decision by the CIA.

**Expulsion:** Permanent separation of the student from the CIA. Prior to June 1, 2016, disciplinary "Dismissal" was equivalent to "Expulsion."

**No Contact Orders:** No Contact Orders (NCOs) are temporary directives issued by a conduct officer prohibiting communication between or among designated students when, in the judgment of the CIA, there is reason to believe that such an order would be in the best interest of all parties. NCOs are not similar to court-imposed orders of protection and do not guarantee that designated parties will avoid sightings or interactions in class, on the campus, or in the local community. If you find yourself in a public setting where you are unable to avoid contact, please ensure your interaction is strictly professional. In some circumstances, an NCO may restrict a student from parts of the campus where the student would not have to engage in required academic activities. Measures may be enacted to prevent or limit contact between designated students.

**No Trespass or Persona Non Grata Order:** An official notification that an individual is not permitted on The Culinary Institute of America property or campus. This directive includes all campus buildings, grounds, parking lots, and roads. If violated, law enforcement will be notified, and the individual may face charges of criminal trespass pursuant to state law. This notice shall remain in effect for a specific time period at the discretion of the conduct officer.

**Registration Hold:** A restriction placed on a student's account that prevents future registration for classes until other sanctions or requirements are met.

In addition to the sanctions above, loss of all privileges—including loss of CIA recognition for a specified period of time—may be imposed upon groups or organizations that violate policy(ies).

NOTE: Other than suspension or expulsion from the CIA, disciplinary sanctions will not be made part of the student's permanent academic record. All disciplinary sanctions, however, are a part of the student's educational record maintained

electronically with final oversight by the vice president and dean of student affairs. After a period of six years from the student's date of last enrollment in any degree program, all sanctions—except loss of campus housing, suspension, and expulsion from the college—are removed from the confidential record.

### C. Immediate or Interim Suspension or Expulsion

Under the following circumstances, the vice president and dean of student affairs or designated conduct officer may impose an immediate or interim CIA suspension, expulsion, residence hall suspension, or loss of housing.

Immediate or interim suspension or expulsion may be imposed only:

- To ensure the safety and well-being of members of the college community or preservation of property
- To ensure a student's physical or emotional safety and well-being
- If a student poses a threat of disruption to, or interference with, the normal operations of the college

If a student has additional violations of this code while engaged in the appeal process for an earlier sanction of loss of housing, suspension, or expulsion. During a suspension or following an expulsion, students will be denied access to the residence halls, the campus (including classes), and/or all other CIA activities or privileges for which the student might otherwise be eligible, as a CIA official may determine to be appropriate.

### Article IV: Interpretation and Revision

1. Any questions of interpretation regarding this code will be referred to the vice president and dean of student affairs or his/her designee for final determination.
2. This code of conduct will be reviewed annually under the direction of the vice president and dean of student affairs or his/her designee.

## Student Policies

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This section will help you become familiar with the CIA's policies and regulations governing student life. You have the right to a safe, engaging, and productive experience at the college, and these policies and regulations help ensure such an environment for all students.

### Alcohol and Other Drugs Policy

#### Purpose

The Culinary Institute of America is committed to the prevention of alcohol and drug abuse. In addition, the CIA is committed to supporting and adhering to local, state and federal laws regarding alcohol consumption and the prohibition on the use of illicit or controlled drugs and other substances.

#### Policy Statement

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 which impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, and 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 which creates a substantial risk of injury to a person in the course of initiation or affiliation with any organization, club, or institution.
- 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.

Please note: While the use of cannabis for recreational purposes is legal in the state of New York, the CIA follows the federal guidelines under Title IV which prohibits the use of cannabis, recreational or medical, on campus.

### Rules Governing the Use of Illegal Drugs and Substances

The CIA prohibits the possession, use, or sale of illegal drugs and substances.

1. No one may use, possess, sell, distribute, or be in the presence of illegal drugs or substances, or drug paraphernalia anywhere on CIA grounds or at CIA-sponsored events on or off campus.
2. Individuals who are arrested by civil authorities for illegal drug use or possession, or who fail drug tests for or at an externship site or other employment, will also be subject to CIA sanctions.
3. No one may use, possess, sell, distribute, or be in the presence of the use of any prescription drugs or other medications that are not specifically prescribed to the user. The inappropriate use of prescription and over-the-counter drugs, even by those to whom the medication is prescribed, is also prohibited.
4. The CIA's drug policy remains in effect for students on externship since this is an integral part of the academic program.

5. A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after an interval specified by the federal government.
6. The CIA may prevent any student requiring medical treatment for a drug overdose from continuing in classes pending further evaluation and treatment that may involve an extended leave of absence.
7. The use, possession, cultivation, or being under the influence of cannabis whether or not for medical purposes is not permitted in or on any CIA campus, facility, or property; nor is it allowed at any CIA-sponsored event or activity that takes place in an off-campus environment.

### Rules Governing Campus Alcohol Use

The states of New York, California, and Texas and the campus alcohol policy limit possession and consumption to those persons 21 years of age or older.

1. Members of the campus community may not give or serve alcoholic beverages to anyone under the legal drinking age. This includes purchasing alcoholic beverages for underage persons, or in any way allowing them to take, have, or help themselves to alcoholic beverages.
2. Members of the campus community may not engage in any public consumption of alcoholic beverages in or on CIA-owned facilities or properties. The exceptions to this regulation are when consumption is part of the legal, accepted course work within the CIA's classrooms, laboratories, and public restaurants, during approved school functions, in the public restaurants, at a CIA-sanctioned event, and at the Student Recreation Center in designated areas.
3. Members of the Campus Community may not produce or manufacture alcohol in any CIA contracted or controlled housing.
4. Open containers of alcoholic beverages are prohibited in any indoor or outdoor public area of the CIA, including parking areas, athletic

fields, gazebos, outdoor patios, sidewalks and walkways, wooded areas on CIA property, or in the common areas.

5. Beer kegs are prohibited on campus, except in approved campus restaurants. Excessive amounts of alcohol are not permitted in student residence hall rooms—not to exceed twelve 12-ounce containers of beer or pre-mixed beverage alcohol (totaling 144 oz), or two 750ml bottles of wine, or one-fifth of distilled alcohol per assigned resident of legal drinking age. Guests may not bring alcohol to campus.
6. At any given time, alcohol present or stored in a shared area may not exceed 24 12-ounce containers of beer or pre-mixed beverage alcohol (totaling 288 oz), four 750 ml bottles of wine, or one-fifth of distilled spirits pending all assigned residents and/or guests are 21 years of age or older.
7. Beer or other alcohol-related drinking games (e.g., beer pong, funneling, and flip cups) are strictly prohibited anywhere on campus. Also prohibited are "all-you-can-drink" activities.
8. Any member of the CIA administration can terminate an activity involving alcohol at any time at their discretion if the activity is believed to be in violation of campus alcohol guidelines.
9. Students are prohibited from providing any identification or evidence of age that is false, fraudulent, or not actually his or her own, for any purpose including that of obtaining or attempting to obtain alcohol.
10. Alcohol possessed in violation of campus alcohol restrictions will be confiscated and disposed of by designated CIA administration.

### **Confiscation of alcohol**

Confiscation of alcohol will take place under the following conditions:

1. If those individuals are in possession or consuming alcohol under the state legal drinking age of 21 years;
2. If a CIA official deems the individuals are endangering themselves or others by continuing to possess or consume alcohol, even if the individual is of legal drinking age;
3. If the individual has an open container of alcohol or is consuming alcohol in a public area outlined above;

4. If the individual is 21 years or older and has any open container(s) of alcohol in a residence hall room where a minor is present. The only exception is when the minor is the roommate, and they are the only two people in the room;
5. If the individual is found in possession of alcohol, in an open or closed container, in any designated alcohol-free environment, such as Metz Hall on the Hyde Park campus
6. If the individual is in possession of amounts greater than those previously specified in (d) above.

### **Approved Use at Approved Student Functions**

1. To serve alcoholic beverages at functions which involve students, individuals must receive prior approval from:
  - a. Hyde Park—Senior Associate Dean of Campus Life
  - b. Greystone—Managing Director
  - c. San Antonio—Managing Director
2. Supervising members of the CIA administration must be present for the full duration of any student function where alcohol is served.
3. The quantities of alcohol allowed to be served will be limited to a specific amount, at the discretion of the office authorizing the function.
4. Campus community members are not permitted to consume alcoholic beverages at student functions while wearing a chef's or table service uniform.
5. Students are required to carry a valid CIA student ID card at all locations and student functions where alcohol is being served. Individuals under 21 years of age will not be permitted to order, purchase, or consume alcoholic beverages. At certain functions, as determined by the supervisor(s) of the event, individuals under 21 years of age may not be permitted to enter the function area.
6. Individuals who appear to be intoxicated, as determined by the supervising staff, will not be permitted into the location or student function.
7. The possession and consumption of alcohol will be limited to beverages sold or served at the approved event or location. Individuals may not bring additional alcoholic beverages to, or take alcohol from, the designated function area.



## Use of CIA Vehicles

Students who are authorized drivers of CIA vehicles are prohibited from being under the influence of drugs or alcohol while operating these vehicles. The CIA reserves the right to test students for the use of drugs or alcohol following any accident in which they are in a CIA vehicle. The use of drugs or alcohol while operating a CIA vehicle will result in immediate suspension of the driver's ability to operate these vehicles, in addition to penalties for policy violations.

## Service of Alcohol at CIA-Sanctioned Events

The CIA is committed to the responsible and safe service of alcoholic beverages at CIA-sanctioned events.

1. Alcohol may only be dispensed by CIA employees or student employees at events. Student volunteers, under the direct supervision of a CIA staff manager, may occasionally be utilized to assist in serving alcohol.
2. All alcohol will be dispensed under the supervision of a member of the CIA administration.
3. Student employees of the CIA who are dispensing alcohol must do so under the direct supervision of a staff supervisor who is certified by TIPS, ServSafe, or an equivalent program.
4. Student employees of the CIA are required to immediately notify a member of management should they believe that a patron or guest has reached the limit of safe alcohol consumption. The manager will limit further alcohol consumption if appropriate.
5. Student employees who over-serve a patron or guest, serve alcohol to a minor, improperly offer free or complimentary alcohol, or serve a guest who has had consumption limited by management will be subject to termination of their student employment and may face further sanctions.

## Drug and Alcohol Abuse Prevention Programs

The CIA offers a Drug and Alcohol Abuse Prevention Program to its students that includes an annual notice to all students with the following information:

1. The standards of conduct outlined under this policy;
2. A description of the local, state, and federal legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of the available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs for students; and
5. A copy of the disciplinary sanctions that can be issued under this policy.

The CIA conducts a biennial review of its prevention programs to determine their effectiveness and implement changes to the programs if they are needed. As a part of this review, the CIA will ensure that the disciplinary sanctions listed below are consistently enforced.

The CIA will submit a written certification of its drug and alcohol abuse prevention programs to the office of the Secretary, Department of Education, as required by law on a regular basis.

## Penalties for Policy Violation

CIA sanctions may be imposed in addition to sanctions applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

Students who violate the alcohol and drug policy will receive a sanction, under the direction of the Vice President and Dean of Student Affairs or their designee, ranging from written warnings, fines, demerits, community restitution, and suspension from the CIA and/or loss of campus housing privileges. Serious violations may also result in immediate suspension or expulsion from the CIA. The severity of penalties will increase with repeated violations of CIA policy. In addition to sanctions, students may be expected to complete individualized educational sessions, assessment by a licensed counselor or medical doctor that may include drug testing, and/or completion of specified drug/alcohol rehabilitation programs.

In addition to the sanctions indicated above, a student who possesses or uses illegal drugs or

substances will be subject to sanctions including, but not limited to probation, suspension, or expulsion as determined by the conduct officer.

A student suspended for a violation may not be eligible to reside on campus upon return to classes based on the severity of the violation as determined by the conduct officer. If a student loses the ability to reside on campus following their first offense, they may petition to the Vice President and Dean of Student Affairs in writing to reside on campus but are not guaranteed housing. A student found responsible for a second offense may not be eligible to reside on campus. If the CIA determines that a student is found responsible for the sale of illegal drugs through the conduct process, that student will be suspended or permanently expelled from the CIA.

Charges and sanctions for all violations are given in writing. Students charged with violations have three (3) business days from receipt of their letter to request an appeal of their sanction, other than written warnings, through the process outlined in the Student Code of Conduct found in the Student Handbook and specific to each of the branch campuses.

### Availability of Counseling, Treatment, and Rehabilitation

The use of alcohol or other substances may be the way one has learned to cope with personal stress. Yet, students may experience decreased academic performance, relationship dissatisfaction, health concerns, anxiety, and other negative side effects from the misuse of alcohol and other drugs. Counseling, treatment, and rehabilitation resources are available at or through each of the CIA campuses. Counseling and Psychological Services (CAPS) on the New York campus and counseling on the California campus can provide a confidential assessment to better understand patterns of use and the role alcohol or drugs are playing in an individual's life. The staff therapists can assist the individual with planning a broad approach to deal with substance misuse and related personal matters. As needed, the CAPS staff/therapist collaborates with community-based treatment centers and self-help resources. Personal counseling is also available for individuals who have been affected by a family member's or friend's alcohol or drug use. Please

note that the CIA does not provide court-ordered assessment or treatment but can refer the individual to appropriate providers for those situations.

### New York campus:

- CAPS may be contacted at 845-905-4241, or at the CAPS office, Student Commons, room 218.
- Alcoholics Anonymous and Narcotics Anonymous groups in the Hyde Park area can be located online at [www.ny-aa.org](http://www.ny-aa.org) or at [www.newyorkna.org](http://www.newyorkna.org).

### California campus:

- Counseling may be contacted at 707-967-2443, or at the Counseling Office in the main entryway of the Greystone building in the Rhodes Room.
- The Napa County help line for substance abuse may be reached at 707-253-4771; and the Napa County Crisis Hotline may be reached at 707-253-4711.
- Alcoholics Anonymous and Narcotics Anonymous groups in the St. Helena area can be located online at [www.aanapa.org](http://www.aanapa.org) or at [www.sonomacountyaa.org](http://www.sonomacountyaa.org).

### Texas campus:

- Bexar County Mental Health may be contacted at 210-223-7233, 24 hours a day. Individuals should check with their insurance provider for a list of therapists and psychiatrists in Bexar County who accept your insurance.
- Alcoholics Anonymous and Narcotics Anonymous groups in the San Antonio area can be located online at [www.aasanantonio.org](http://www.aasanantonio.org) or at [www.eanaonline.org](http://www.eanaonline.org).

### Sanctions Under Applicable Laws

Laws governing the misuse or abuse of alcohol vary from state to state. Click on the link to view the applicable state laws and sanctions for your campus location:

#### New York State

- [Prohibited sales](#)
- [Offense for one under age of twenty-one years to purchase or attempt to purchase an alcoholic beverage through fraudulent means](#)

- [Unlawful possession of an alcoholic beverage with the intent to consume by persons under the age of twenty-one years](#)
- [Unlawfully dealing with a child in the first degree](#)
- [Endangering the welfare of a child](#)

California State

Texas State

- [TABC Code and Rules | TABC \(texas.gov\)](#)
- [Industry Guidance | TABC \(texas.gov\)](#)
- [TABC Violations | TABC \(texas.gov\)](#)
- [Underage Drinking | TABC \(texas.gov\)](#)
- [Alcohol Delivery and Pickup \(texas.gov\)](#)

### Penalties Under Federal Law

- **Manufacture, Distribution, or Dispensing of Drugs (including cannabis).** The minimum penalty is a term of imprisonment for up to three years and a fine of \$250,000, or both. The maximum penalty is a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 (if other than an individual).
- **Possession of Drugs (including cannabis).** The minimum penalty is imprisonment for up to one year and a fine of not less than \$1,000, or both. The maximum penalty is imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation and prosecution.
- **Distribution of Drugs to a Person Under 21 Years of Age.** The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

The federal penalties described above are based on applicable federal statutes and are subject to change by Congress and the president at any time. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled

substance is distributed (or even possessed with intent to distribute) within 1,000 feet of a school or a public university.

## Credit Card Marketing to Students Policy

### Purpose

The CIA prohibits the advertising, marketing, or merchandising of credit cards to students.

### Policy Statement

The Culinary Institute of America prohibits the advertising, marketing, or merchandising of credit cards to students on any U.S. domestic campus or at any CIA-sponsored program(s). Banks, credit unions, and other businesses approved by the vice president and dean—student affairs to be present at student orientation or other campus activities may not provide credit card applications to students during those events.

The vice president and dean—student affairs will consider any exception to the prohibition outlined to ensure it complies fully with applicable state and federal laws.

## Harassment, Sexual Misconduct, and Discrimination Policy Statement

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 he or she has been or is being subjected to a form of harassment is 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 Nondiscrimination 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, Reporting, and Resolution Procedures

Procedures for reporting, filing a complaint and resolution are outlined in the Harassment, Sexual Misconduct, and Discrimination Policy, which can be read **in its entirety** at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information) on the Consumer Information page.

## Hate/Bias Crimes

Hate crimes, also called bias crimes or bias-related crimes, are motivated by a person's bias or attitude against a victim or group based upon their protected classification, including, but not limited to, race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin. The victim, and indeed the entire college community, is adversely affected by such behavior, which may include bias-related physical or verbal misconduct, use of racial or sexual slurs, threats, intimidation, harassment, and hazing.

State and federal laws (NYS Hate Crimes Act of 2000, California's Bane Act, Texas Hate Crimes Act, and the Federal Hate Crimes Prevention Act of 2009) sanction individuals convicted of a hate crime with penalties ranging from fines to imprisonment depending on the nature of the crime, use of violence, or previous convictions. A student who commits a hate crime is also subject to campus disciplinary procedures with sanctions including, but not limited to, demerits, fines, suspension, or expulsion.

Procedures for the investigation, adjudication, and reporting of hate crimes are contained within the CIA's [Harassment, Sexual Misconduct, and Discrimination Policy](#).

For more information on hate crimes, please consult Campus Safety/Security, a Student Affairs staff member, or the CIA's Title IX coordinator.

## Hazing Policy

### Policy Statement

The Culinary Institute of America prohibits hazing of any type on its campuses or in any CIA-sponsored program. In order to maintain public order and the safety of all, both within and outside of the campus community, any form of hazing—direct, indirect, or passive—is strictly prohibited. Violations of the Hazing Policy can result in severe consequences.

Hazing constitutes the activities of soliciting, directing, aiding, or otherwise participating actively or passively by any student, staff, faculty, visitor, contractor, or third party in a premeditated act of power and control over others which leads to victimization. Hazing is prohibited in the course of initiation in or affiliation with any organization.

Acts of hazing include, but are not limited to:

- The forced consumption of alcohol or drugs
- The forced consumption of food or drink
- Degrading an individual through humiliating activities
- Creating situations that cause physical harm or emotional strain
- Using brutality or force

Passive participation in hazing may include:

- Witnessing hazing as a group member, affiliate, or guest
- Participating in or being present in person or via technology in discussions where hazing is planned

Nothing set forth in this policy shall be construed to limit or restrict the freedom of speech and/or peaceful assembly.

The entire Hazing Policy can be found on the CIA Main Menu Policies and Procedures page.

Texas Hazing Information (San Antonio Campus)

**Hazing is strictly prohibited by Texas law as well as CIA Policy.** Texas law requires us to provide you with this important information each semester.

**Hazing is a criminal offense.** Conviction on hazing charges may be a Class A or B misdemeanor or—if the hazing results in a death—a state jail felony offense. Conviction may carry penalties of jail time; fines between \$5,000 and \$10,000; fines based on expenses for personal injury, property damage or other loss; and/or community service.

During the past three years, no CIA student organizations have been disciplined or convicted for hazing, on or off campus.

Texas law punishes individuals, student organizations and colleges for:

- Engaging in hazing
- Encouraging or aiding another person to engage in hazing
- Recklessly permitting hazing to occur, and
- Knowing about but **not reporting** hazing to the appropriate officials (Class B misdemeanor)

**Hazing** means any intentional, knowing, or reckless act—either on or off campus—by one person alone or acting with others, against a student for the purpose of joining or continuing to belong to an organization. Hazing can include:

- Physical brutality
- Risky physical activity such as sleep deprivation, exposure to the elements, confinement, over-

consumption of food, alcohol, drug or any other substance that adversely affects the mental or physical health or safety of a student

- Pressuring the target to violate the law or ingest a drug or intoxicating beverage

**Consent of the target is not a defense at law.**

**Immunity from prosecution or civil liability is available.** Texas courts may grant immunity from prosecution to each person who testifies for the prosecution following a subpoena in a hazing case. Any person who voluntarily reports a specific hazing incident involving a student to an appropriate CIA official before being contacted by the CIA or otherwise included in an investigation of the incident, and who cooperates in good faith throughout the CIA's process regarding the incident, is immune from civil or criminal liability that might otherwise be imposed as a result of the report. Immunity covers participation in any court proceeding resulting from the report. However, a person who voluntarily reports in bad faith or with malice, or their own act of hazing, is not eligible for immunity.

See the CIA's Hazing Policy in your Student Handbook or on the CIA Policies & Procedures intranet webpage, including ways of reporting hazing.

*For more information, see Texas Education Code Section 51.936 and Texas Education Code, Chapter 37, Subchapter F.*

## Property Pass Policy

### Purpose

The Culinary Institute of America is committed to protecting the assets of the college by preventing theft of its property, equipment, or other goods such as food products. This policy clarifies the acceptable use of such assets.

### Policy Statement

The CIA purchases and provides equipment, food products, and other items for use by employees and students to meet the education mission and objectives of the college.

An employee or student may remove certain CIA-owned property, equipment, or other goods from a kitchen or the CIA premises only with proof of purchase or appropriately signed CIA Property Pass or CIA Education Food Pass.

Certain items owned by the CIA may not be approved for removal from any CIA premises. These items include, but are not limited to, raw food products, ingredients, supplies, and alcohol.

Gifts, other items, or products received from business contacts, sponsors, or vendors (regardless of whether they are currently doing business with the college) are the property of the CIA and may not be approved for removal from CIA premises in accordance with this policy. Promotional gift items of a nominal value (T-shirts, ball caps, pens, etc.) may be removed from campus and are not subject to the controls of this policy.

The entire Property Pass Policy can be found on the CIA Main Menu Policies and Procedures page.

## Protection of Minors Policy

### Purpose

The Culinary Institute of America's (CIA) Protection of Minors Policy outlines the CIA's commitment to the protection and appropriate supervision of minors while in attendance at a CIA-sponsored program regardless of location or a third party-sponsored program.

### Policy Statement

The Culinary Institute of America (CIA) only permits the presence of minors at a CIA-sponsored program or third party-sponsored program, on a U.S. campus, or on a property owned or leased by the CIA in accordance with The Culinary Institute of America's Protection of Minors Policy.

Unescorted or unsupervised individuals under the age of 18 years old are prohibited on a U.S. campus, or on a property used, owned, or leased by the CIA, at a CIA-sponsored program or third party-sponsored program except as permitted by The Culinary Institute of America's Protection of Minors

Policy. In addition to the requirements found in the policy, minors are also subject to the same policies as any member of the CIA community.

An employee or student may only bring a minor to a U.S. campus or property owned or leased by the CIA if a) the minor is a member of the employee's or student's immediate family, b) the minor is the grandchild of the employee or student, and/or c) the employee or student is the minor's guardian. Any employee or student who brings a minor to a U.S. campus is responsible for the supervision and care of such minor at all times if and when the minor is not in attendance at a CIA-sponsored program or third party-sponsored program. The minor must be in line of sight of the employee or student at all times.

### Exceptions:

The Culinary Institute of America's Protection of Minors policy applies to a CIA-sponsored program or third party-sponsored program in which minors will be physically present and participating, with the following exceptions:

1. An academic program in which minors are enrolled for academic credit;
2. Events on a U.S. domestic campus or property owned or leased by the CIA that are open to the general public or campus community AND that a minor may only attend with his or her guardian(s); or
3. Preview Days, Campus Visits, or Open Houses for prospective students, and similar ongoing recruitment programs.

The entire Protection of Minors Policy can be found on the CIA Main Menu Policies and Procedures page.

## Smoking and Tobacco Policy

### Purpose

In accordance with laws governing smoking and tobacco use, The Culinary Institute of America's Smoking and Tobacco Policy outlines the approved use of tobacco and electronic smoking products and devices, as a student on any U.S. domestic campus. The Smoking and Tobacco Policy at the CIA



Singapore would follow the policy of Temasek Polytechnic. The adherence to and monitoring of the Smoking and Tobacco Policy is a collective responsibility of the entire campus community.

## Policy Statement

The Culinary Institute of America's Smoking and Tobacco Policy outlines the approved use of tobacco and electronic smoking products in order to comply with the law, protect the desires of both smokers and non-smokers, and keep in the tradition of a wellness-minded community.

The usage of tobacco products and electronic cigarettes as defined under this policy are prohibited in all indoor areas, including individual residence hall rooms and common areas. The CIA strictly prohibits the sale of tobacco products and/or any alternative on any U.S. domestic campus.

Violations of the CIA Smoking and Tobacco Policy may result in warnings, fines, and/or other disciplinary sanctions. This policy applies to all students, faculty, staff, contractors, visitors, and other individuals who are permanently or temporarily part of the CIA campus community.

The CIA reserves the right to modify the Smoking and Tobacco Policy.

In addition, permitted smoking locations may be relocated at the administration's discretion.

## Procedures

Tobacco products and electronic cigarettes are prohibited in all indoor areas, including individual residence hall rooms and common areas.

The use of tobacco products and electronic cigarettes by anyone who studies at, works at, or visits a CIA campus is only permitted within the designated areas or structures on campus.

To help keep the campus clean, smokers must use the ash urns provided in the designated areas and refrain from disposing of cigarette butts on the ground or the floor. Additionally, when using tobacco products that require an individual to eject saliva, an appropriate container must be used to function as a spittoon.

For information specific to your campus, including, but not limited to, enforcement, appeals, and designated smoking locations, see the Policy on Smoking and Tobacco on the CIA Main Menu Policies and Procedures page.

## Social Media

Although the college does not monitor Facebook and other social media Internet sites for content, reported violations of the Student Code of Conduct or illegal activities through these sites are grounds for disciplinary action by the college and possible criminal prosecution.

## Student Computer and Network Usage Policy

### Purpose

This is a college-wide policy adopted by The Culinary Institute of America (CIA) to allow for the proper use and management of all CIA computing and network resources. These guidelines pertain to all CIA campuses regardless of the networks or systems operated.

The CIA grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws. Appropriate use should always be legal, ethical, and consistent with the CIA's mission.

Users must realize that providing access is a privilege the CIA provides and should be treated as such. Enforcement of established rules will help provide a benefit to all users.

Information Technology Services (ITS) views the CIA's network and computing resources as shared resources and their use as a privilege. The primary purpose of these resources is to allow access to information that will support the CIA administration, educational process, and mission. Thus, network abuse or applications that inhibit or interfere with the use of the network by others are not permitted.

## Individual Responsibilities

### **Common Courtesy and Respect for Rights of Others**

All users are responsible for respecting and valuing the privacy of others, behaving ethically, and complying with all legal restrictions regarding the use of electronic data. All users are also responsible for recognizing and honoring others' intellectual property rights.

Communications on CIA computers (which includes any personal devices registered on the CIA network, regardless of ownership) or networks should always be businesslike, courteous, and civil. Such systems must not be used for the expression of hostility or bias against individuals or groups; offensive material such as obscenity, vulgarity or profanity; inappropriate jokes; or other non-businesslike material. Sexually explicit material, cursing, and name-calling are not appropriate communications. Users who engage in such activity will be subject to disciplinary action.

### **Content**

Users who make use of forums, chat rooms, or social networking sites do so voluntarily, with the understanding that they may encounter material they deem offensive. Neither the CIA nor ITS assumes any responsibility for material viewed on these network communication utilities.

Furthermore, ITS reserves the right to limit access to any content deemed offensive or lacking in educational value.

To ensure security and prevent the spread of viruses, users accessing the Internet through our network and computing resources must do so through the CIA Internet firewall.

### **Copyright Infringement and Peer-to-Peer File Sharing**

Under the Digital Millennium Copyright Act and Higher Education Opportunity Act (H.R. 4137), illegal distribution of copyrighted materials may be punishable by law. These materials include, but are not limited to, the unauthorized distribution of songs, videos, games, textbooks, or other type of creative content.

In addition to any other charges that might be brought against you, the copyright holder can file suit, which can result in legal fees and damages that must be paid.

Therefore, peer-to-peer file sharing is not allowed and is blocked on the CIA network using bandwidth-shaping technology. The CIA is legally obligated to assist authorities in identifying individuals who violate copyright law pertaining to peer-to-peer file sharing. It also violates the college's policy to use technology designed to circumvent the blocking of this activity.

### **Responsible Use**

All users are responsible for refraining from all acts that waste CIA computer or network resources or prevent others from using them. Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with or used by others.

### **Permitting Unauthorized Access**

All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

### **Termination of Access**

At the time you cease being a member of the CIA community, you may not use facilities, accounts, access codes, privileges, or information for which you are not authorized.

### **Unauthorized Activities**

Users are prohibited from attempting to circumvent or subvert any security measures implemented for the CIA computing and network systems. The use of any computer program or device to intercept or decode passwords or similar access-control information is prohibited. This section does not prohibit ITS system administration personnel using security tools.

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized users of access to or use of such resources are prohibited.

### **Denial of Service Attacks**

Denial of service attacks, "fire-bombing," "flaming," "hacking," "cracking," and any other type of

malicious or mischievous intrusion or network attack against any network and computing resource user, any host on the CIA's network, or any other host on the Internet by any member of the CIA community will be grounds for immediate removal of said individual from the CIA network.

### **Harmful Activities**

The following harmful activities are prohibited: creating or propagating viruses; disrupting services; damaging files; intentionally destroying or damaging equipment, software, or data belonging to the CIA; and the like.

### **Unauthorized Access**

All users are also strictly prohibited from: (1) damaging computer systems, (2) obtaining extra resources without authority, (3) depriving another user of authorized resources, (4) sending frivolous or excessive messages (e.g., chain letters), (5) gaining unauthorized access to CIA computing and networking systems, (6) using a password without authority, (7) utilizing potential loopholes in the CIA's computer security systems without authority, and (8) using another user's password.

### **Tampering of Equipment or Resources**

No computer equipment, including peripherals, networking resources, or software applications, will be moved from its current location without authorization from ITS. This includes the tampering, modification, or additions to network software, hardware, or wiring.

### **Use of Licensed Software/Downloading**

No software may be installed, copied, or used on CIA resources except as permitted by ITS. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

Only authorized personnel may install legal software on CIA-owned resources. The downloading of software via the Internet is prohibited due to the possibility of legal or copyright ramifications.

Network and computer resource users in the residence halls are responsible for their personal computers' physical and software security. The registered owner of the computer will be held

responsible for any violation of CIA or ITS policies traced back to the computer, regardless of whether or not the owner personally committed the violations.

### **Personal Business, Political Campaigning, and Commercial Advertising**

The CIA's computing and network systems are a CIA-owned resource and business tool to be used only by authorized persons for CIA business and academic purposes. Except as may be authorized by the CIA, users should not use the CIA's computing facilities, services, and networks for (1) compensated outside work, (2) the benefit of organizations not related to the CIA, except in connection with scholarly pursuits (such as faculty publishing activities), (3) political campaigning, (4) commercial or personal advertising, or (5) the personal gain or benefit of the user.

### **Responsibilities**

The computer's owner must be present whenever ITS personnel work on it. Before work will be done on your machine, you will sign a waiver releasing ITS from any liability.

Machines must meet or exceed minimum requirements for both hardware and software before an ITS staff member will do any work on them. See Technology on Campus, Wireless Network for the details of these requirements. Any machine that requires ITS support will be verified as in full working condition before and after ITS does any work.

You are responsible for maintaining and updating virus and spyware software on your computer to avoid any Internet or wireless network performance issues.

### **Security System Administration Access**

Certain system administrators of the CIA's systems will be granted authority to access files for the maintenance of the systems and storage or backup of information.

### **CIA Access**

The CIA may access usage data such as network session-connection times and end-points, CPU and disk utilization, security audit trails, network loading,

etc. Such activity may be performed within the reasonable discretion of ITS management, subject to CIA approval.

### **Availability**

ITS will make every effort to ensure the operation of the CIA network and the integrity of the data it contains. In order to perform needed repairs or system upgrades, ITS may, from time to time, limit network access and/or computing resources for regular or unexpected system maintenance. ITS will make every effort to give notice of these times in advance, but makes no guarantees.

As a CIA student, you waive the right to compensation for lost work or time that may arise from these shutdowns. Neither the CIA nor ITS can compensate you for the degradation or loss of personal data, software, or hardware due to your use of CIA-owned systems or networks, or as a result of assistance you may seek from ITS personnel. You are responsible for making backup copies of your computer files.

### **Wireless Access Points**

The Information Technology Department provides wireless service for use by students. Wireless access is also available to faculty, staff, and guests. Since ITS provides wireless centrally, the installation of private wireless access points (APs) and other devices used to boost wireless signal coverage is not allowed on campus. These devices can and do interfere with the CIA's centrally provided wireless network system. The ITS Department will take steps to shut down any personal network access devices we detect.

### **Virus Protection and Device Security**

All CIA computers, including file servers, utilize virus detection software. All personal devices such as desktops, laptops, or any other devices that may compromise the security of the CIA network are required to utilize a fully functioning and updated virus detection software application. In addition, all personal devices must be fully updated with the most recent vendor-supplied security patches.

## **Amendments**

The Culinary Institute of America and Information Technology Services reserve the right to amend the policies herein as needed. Users will receive copies of these amendments whenever possible.

Should it be determined that network traffic generated from any connection drastically inhibits or interferes with the use of the CIA's network and computing resources by others, the college reserves the right to terminate any user's access without notice.

## **Authorized Use**

An authorized user is any student who has been granted access by the CIA to its computing and network resources and whose usage complies with this policy.

## **Privacy**

Users must recognize that there is no guarantee of privacy associated with their use of CIA network and computer systems. The CIA may find it necessary to view electronic data and it may be required by law to allow third parties to do so (e.g., electronically stored data may become evidence in legal proceedings). It is also possible that others may inadvertently view messages or data.

Any information traffic sent over the CIA's network and computing resources, whether wire or wireless, becomes CIA property. Users cannot expect privacy concerning this information, its source, or its destination.

## **Student Guest Policy—NY**

The CIA strives to foster a productive and safe campus environment for students' learning and personal growth. The college welcomes the participation of students and their guest(s) at most campus community events, and within campus facilities. The below policy governs the behavior of guests and the responsibility of student hosts.

## **Definitions**

Guest of a Student – A guest of a student is defined as any person not actively enrolled at The Culinary

Institute of America visiting a CIA sponsored event on or off campus or visiting a campus facility at the behest of a CIA student.

**Student Host** – A student host is defined as any CIA student accommodating a guest at a CIA sponsored on- or off- campus event or in a CIA facility.

## Responsibility

**Student Guest Responsibility** – CIA students are expected to make their guest(s) aware of all responsibilities listed below. Failure to do so will result in removal from the CIA sponsored event or campus facility, and if necessary, coordination with local authorities to facilitate removal.

- Guests of students are expected to follow all campus regulations including, but not limited to, Student Code of Conduct and campus parking guidelines.
- Guests of students are expected to carry an official form of identification at all times and be prepared to produce it at the request of any CIA official.

**Student Host Responsibility** – CIA students hosting guests on campus are expected to adhere to the below responsibilities. Failure to do so will result in a violation of the Student Code of Conduct.

- Student hosts are responsible for the behavior of their guests at all times.
- Student hosts are responsible for any damage to CIA property caused by their guests, as well as any parking or traffic fines incurred by their guests.
- Student hosts are expected to escort their guests at all times.
- Student hosts are expected to ensure that their guest(s) maintain valid federal or state photographic identification to be produced at the request of any CIA official.

## Residential Guest Policy

Occasional overnight guests are permitted with advanced permission from one's roommate(s) and following the completion of a Guest Registration Form. In accordance with permission, it is expected that students and their guests will adhere to the below requirements:

- Overnight guests of residential students must park in designated residential student parking spaces. A temporary parking pass will need to be displayed on the vehicle's dashboard.
- Overnight guests must be 18 years of age or older.
- Students may have a registered overnight guest in their room twice per semester, each time for a maximum three-day visit.
- Guest Registration Forms must be completed prior to a guest's arrival on campus.
- A student's guest who has not received advanced permission to stay overnight will be asked to vacate the room for the evening and depart campus if observed in residence after 12AM Monday to Friday, and after 2AM on Saturday and Sunday.
- Any residential student's guest who is also a CIA student, including commuter students and students not residing in the room, are expected to depart the residence by 12 AM. Monday to Friday and by 2 AM on Saturday and Sunday.
- Guests of residential students are not permitted to remain in the host student's room when the host is not present.

## Student Recreation Center Guest Policy - NY

CIA students are permitted to have up to two guests within the Student Recreation Center (SRC) per day. Students who choose to bring a guest into the Student Recreation Center are expected to check in at the SRC desk and register their guest with SRC front desk staff. Guests of students visiting the SRC are expected to produce photographic identification for SRC front desk staff. Students will complete a Guest Waiver. Failure to do so will result in non-admittance. While in the SRC, guests of students are expected to abide by the below:

- Student hosts are expected to know their guest.
- Student hosts are responsible for the behavior of their guests at all times.
- Student hosts are responsible for any damage to SRC property caused by their guests.
- Student hosts are expected to escort their guests at all times while in the SRC.
- Student hosts are expected to ensure that their guest(s) maintain valid federal or state photographic identification to be produced at the request of any CIA official.

- Guests of students under the age of 18 must have a parent/guardian complete the Guest Waiver for them and be accompanied by the student at all times.

## Transcript Notation Policy—NY

### Purpose

In accordance with New York State Education Department Article 129-B, The Culinary Institute of America in Hyde Park, NY has established the following policy for required transcript notations.

### Policy Statement

The Culinary Institute of America (CIA), Hyde Park, NY will make a notation on the transcript of a student found responsible, after the relevant investigation process and determination of appropriate sanctions, for a crime of violence committed in the state of New York. The notations will be in accordance with the requirements of NYSED Article 129-B.

The entire Transcript Notation Policy can be found on the CIA Main Menu Policies and Procedures page.

## Weapons Policy

### Purpose

The Culinary Institute of America is committed to maintaining a safe and secure environment that is free of violence. This obligation includes eliminating recognized hazards from the campus community that may contribute to violence or serious harm.

### Policy Statement

No individual (student, staff, faculty member, or member of the general public) is permitted to bring a weapon or replica of a weapon of any kind onto college properties. Additionally, no student, staff, or faculty member may carry a weapon or replica of a weapon of any kind during college business travel. A weapon includes any device defined in this policy that in the manner used or intended is capable of producing death, harm, intimidation, or bodily injury to a person or property. This policy applies to all situations, whether the weapon is licensed or not.

Only law enforcement officials acting within their official capacity shall be considered exempt from this policy.

## Procedures

### New York

1. Any employee or student who becomes aware of a violation of this policy is required to notify the Campus Safety Office immediately. Upon assessing any real or imminent threat, the CIA reserves the right to call outside law enforcement officials for assistance and intervention at any time.
2. The Campus Safety Office must report any student, staff, or faculty member who violates this policy to the appropriate offices.
  - a. Staff and faculty members must be reported to the Human Resources Department.
  - b. Students must be reported to the Student Affairs Office.
  - c. All infractions must be reported to the vice president of finance and administration.

### California

1. Any employee or student who becomes aware of a violation of this policy is required to immediately notify the Campus Safety Department and/or managing director, dean of education, or department head at the California campus. Upon assessing any real or imminent threat, the CIA reserves the right to call outside law enforcement officials for assistance and intervention at any time.
2. Once notified of an infraction, the individual concerned must ensure that the violation is immediately reported to the managing director at Greystone (or designate in the case of absence) and the associate vice president—branch campuses.
3. The managing director at the CIA at Greystone must report any student, staff, or faculty member who violates this policy to the appropriate offices.
  - a. Staff and faculty members must be reported to the Human Resources Department at the New York campus.
  - b. Students must be reported to the provost and Student Affairs Office at the New York campus.



- c. All infractions must be reported to the provost and vice president of finance and administration.

### Texas

1. Any employee or student who becomes aware of a violation of this policy is required to immediately notify the managing director, associate dean, or any department head at the Texas campus. Upon assessing any real or imminent threat, the CIA reserves the right to call outside law enforcement officials for assistance and intervention at any time.
2. Once notified of an infraction, the individual concerned must ensure that the violation is immediately reported to the managing director at the CIA San Antonio (or designate in the case of absence) and associate vice president—branch campuses.
3. The managing director must report any student, staff, or faculty member who violates this policy to the appropriate offices.
  - a. Staff and faculty members must be reported to the Human Resources Department at the New York campus.
  - b. Students must be reported to the Student Affairs Office at the New York campus.
  - c. All infractions must be reported to the provost and vice president of finance and administration.

Violation of this policy is a serious offense that endangers the safety of the CIA community. Therefore, any such offense may result in the immediate termination of employment for employees or the expulsion of a student.

The entire Weapons Policy can be found on the CIA Main Menu Policies and Procedures page.

## Helpful Academic Information

In this section, you'll find academic information more closely related to your daily student life at the CIA. For more information on academic policies and procedures at the college, please see the [CIA Academic Catalog](#).

## 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

## 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 campus where they are enrolled.

### Bachelor's

The CIA presents the following awards to deserving students graduating from the college's bachelor's degree programs:

#### Dean's Applied Food Studies Award

Given to the student who demonstrates, through a strong record of scholarship and service to the community, a commitment to advancing the field of food studies.

#### Dean's Hospitality Award

Awarded to the student who demonstrates and models the spirit of hospitality in and out of the classroom. A student who demonstrates critical thinking, communicates well, and participates in class activities.

#### Dean's Professionalism in Baking and Pastry Arts Award

Given to a student who demonstrates a standard of professionalism in food handling, food safety, skills proficiency, and leadership in a bakeshop laboratory environment.

**Dean's Professionalism in Culinary Arts Award**

Given to a student who demonstrates a standard of professionalism in food handling, food safety, skills proficiency, and leadership in a kitchen environment.

**Founders' Management Award**

Awarded to the student who demonstrates mastery of business competencies in and out of the classroom. A student who demonstrates critical thinking, communicates well, and participates in class activities.

**Jacob Rosenthal Leadership Award**

For exemplary leadership and professionalism inside and outside the classroom.

**President's Humanities Award**

Awarded to the student who demonstrates, in written works and spoken comments, an intellectual curiosity in the tradition of humanist thinking; weighs evidence; analyzes information; and uses sound reasoning to substantiate opinions. This student goes beyond the expectations for most assignments. A minimum of 42 institutional credits in lecture/non-lab courses.

**Provost's Culinary Science Award**

Awarded to a student who demonstrates scientific literacy, cross-disciplinary thinking skills, and a sincere desire to address the challenges and opportunities of an increasingly complex food system.

**Associate in Culinary Arts**

Special awards for deserving students in the associate in culinary arts degree program are presented at commencement. These include:

**Frances Roth Leadership Award**

For outstanding leadership, professionalism, and service to the college.

**Katharine Angell Academic Achievement Award**

Given to the student with the highest GPA through the first half of the final semester.

**Associate in Baking and Pastry Arts**

Special awards for deserving students in the associate in baking and pastry arts degree program are presented at commencement. These include:

**Frances Roth Leadership Award**

For outstanding leadership, professionalism, and service to the college.

**Katharine Angell Academic Achievement Award**

Given to the student with the highest GPA through the first half of the final semester.

## Commencement Ceremony Participation

The Registrar's Office conducts graduation audits and is responsible for certifying that every student is eligible to participate in commencement exercises. For the associate degree commencement, this audit will be conducted during the second semester of the sophomore year. For the bachelor's degree commencement, the audit will be conducted during the second semester of the senior year. For commencement from the certificate programs, the audit will be conducted during the second semester of the program. Audits for graduate students are conducted during the semester prior to the final semester.

Students will be acknowledged by their proper names as provided on the required Graduation Application during the ceremony, in the commencement program, and on their diplomas. Students pursuing more than one major must select their primary major for recognition at the ceremony and in the program. Participation in the commencement 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 to be considered graduated. Please note: The conferral date on the diploma will be the final day of the final 15-week semester and may be different from the ceremony date.

Undergraduate students are expected to complete all program requirements with a minimum GPA of 2.0 to be eligible for graduation. Students will be permitted to walk in the commencement ceremony

with six credits outstanding as long as the student is registered in the subsequent semester and has arranged a method of payment. Bachelor's degree students pursuing a concentration at a branch campus during their final semester will be permitted to participate in the commencement ceremony immediately prior to their departure, as long as the student is registered in the subsequent semester and has arranged a method of payment.

Graduate students are expected to complete all program requirements with a minimum GPA of 3.0 to be eligible for graduation. Students will be permitted to walk in the commencement ceremony with three credits outstanding as long as the student is registered in the subsequent semester and has arranged a method of payment.

All students, including those requesting to participate in the commencement ceremony with academic requirements outstanding, must complete a graduation application and receive approval from the registrar at least six weeks prior to the commencement ceremony date. Requests submitted after these deadlines cannot be accommodated.

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.

## Professionalism, Uniform, and Hygiene—Undergraduate Professionalism

As professionals at The Culinary Institute of America, the community is 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. Everyone in the community has chosen the hospitality industry as a 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 the student's program, they 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. The student is responsible for food safety and food preparation area sanitation as an integral part of their learning experience, and are expected to abide by the guidelines set forth in each food production area. The student is 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

The student is expected to wear the 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 the uniform is not acceptable. The maintenance of one's appearance is a professional matter; therefore, the student is responsible for laundering and ironing their own uniform. For students living on campus, laundry facilities are available for convenience.

Alterations to the uniform is the student's 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.

## Student Professional Attire and Grooming Guidelines

### Introduction

Promoting an environment where students learn to dress professionally is one of the ways the CIA helps its graduates achieve success. As such, the college's students, faculty, and administration share the responsibility to maintain student attire and grooming guidelines. While the CIA presents the guidelines as a set of rules and requirements, the college aspires to create a culture of mutual understanding, respect for the industry, and self-governance and advocacy among the student body.

Accordingly, the CIA supports professional attire and grooming standards that are threefold:

1. Present a professional, neat, and orderly image to fellow students, guests, visitors, and the public;
2. Mandate legitimate health and safety compliance requirements which are essential in fostering a safe and hygienic hospitality workplace;
3. Foster and respect protected groups or classifications under the law. Protected groups and classifications are set forth in the CIA's Nondiscrimination Statement, which can be found on CIA Main Menu and online at [www.ciachef.edu](http://www.ciachef.edu).

The guidelines provided herein are intended to address the most common considerations around attire and grooming, although there may be instances where certain variations of attire or grooming are not explicitly covered in these guidelines yet may still be considered by the college to be unprofessional or unsafe, and will be addressed as such.

The Student Professional Attire and Grooming Guidelines must be observed in all academic buildings on days and during hours that the campus is open for student and public access, including:

- Roth Hall, McCann Education Annex, Danny Kaye Theatre, Continuing Education Building, Colavita Center, Admissions Center, Post Road Brew House, and Marriott Pavilion (NY)
- Greystone Main Building, Williams Center for Flavor Discovery, Rudd Center for Professional Wine Studies, and Copia (CA)
- Teaching kitchens, lecture halls, and dining hall (TX)

While professional attire does not apply in non-academic buildings such as residence halls and student centers, even in these settings, clothing should not be overly messy, revealing or disrespectful.

## General Guidelines

- Facial hair (mustaches, beards, and goatees) is permitted but can be no longer than 1/2 inch in length and must always be neatly trimmed.

- Sideburns, if worn, shall be neatly trimmed, shall not extend below the middle of the ear, shall not be flared, shall be of even width, and shall end with a clean-shaven horizontal line.
- Mustaches must be neatly trimmed and must not extend beyond the corner of the lips.
- Any student not clean shaven in a food production area must wear a beard snood.
- Facial jewelry (including spacers, gauges, etc.) in eyebrows, eyelids, lips, tongue, or septum is not permitted, and covering (with masks, bandages, etc.) jewelry in place, such as piercings, is not acceptable.
- Sheer or see-through clothing is not permitted.
- Tops revealing bare shoulders, midriff, cleavage, or undergarments are not permissible.
- Ripped or torn clothing is not permitted.
- T-shirts, sweatpants, and hoodies are not permitted
- Denim clothing (of any color) is not permitted.
- Hats, other than CIA-issued chef's cap or toques, are not to be worn indoors and should be removed when seated.
- Hair should be neat and orderly to not interfere with work in the kitchen environment.
- Hair must be appropriately maintained, groomed, and clean. It may be worn in any style, length, or color that maintains a professional appearance and does not distract from the educational environment.
- Hair longer than shoulder length or protruding out of a chef's cap should be appropriately confined by a clasp, band, hairnet, or cloth when required to ensure safety and sanitation and to be able to work effectively/efficiently. Appropriate hair confinement must be used in food production areas as required by law.
- Headphones (including earbuds) are not acceptable in kitchen and classroom settings.

- No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.

**The following sections represent professional and safety standards that are required when attending any class or accessing any academic buildings.**

The particular type of attire required is dependent on the nature of the student's class, as noted below. As a general rule, kitchen/lab classes require a chef's uniform, hospitality and service management classes require a uniform specific to the restaurant/café/service setting, and all classroom-based courses require either a chef's uniform or business professional attire. The required uniform is, therefore, not a function of a student's academic program or year level, but rather the context in which the class is held.

**Chef and Lab Uniforms (including Food and Beverage Earn and Learn Students)**

- CIA-issued cleaned and pressed white chef's jacket embroidered with the student's name. The sleeves of the chef's jacket may be folded only to the wrist, except in cases where the practicality of the work being done requires otherwise. Chef's jacket should be put on last to ensure it is free from hair or contaminants.
- White undershirts/t-shirts are required for all under chef's jackets—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.
- CIA-approved clean white neckerchief.
- CIA-issued clean white chef's cap or toque. (Brewery—logo baseball cap)
- CIA-issued cleaned and pressed apron. (Culinary Science—black chalkstripe apron)
- 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. Bare ankles should not be visible when seated.

- Black or white solid color socks that cover the ankle.
- All students in culinary and baking classes must wear clean, polished, solid black, non-porous, sturdy work shoes that provide support to stand and work for long hours. They must have closed-back, non-slip black soles, and black laces (when applicable).
- Given that leadership is among the CIA's core values, students can wear a maximum of two (2) approved pins representing their leadership activity, one on each side of the chef coat collar (unless requested to be removed by a production class chef) for the following engagements:
  - Veteran students are permitted to wear a CIA-issued pin indicating their service branch alongside the American flag. This pin must be worn on the left front collar of the uniform.
  - Other organizational leadership positions that can be recognized with a pin include:
    - CIA-issued group leader pin
    - Student Government Association officer pin
    - Eta Sigma Delta member pin
    - Judiciary Board member pin
    - Resident assistant pin
    - Orientation leader pin
    - Campus tour guide pin
- In Compliance with Health Code Sanitation Policy:
  - Except for a ring that is smooth without crevices, food workers may not wear jewelry on their arms, hands, faces, or ears. (Medic alert necklaces or anklets are acceptable).
  - Fingernails should be natural, short, trimmed, clean, neat, and free of polish or ornaments.

- Hair must be restrained above the collar in a manner that keeps hair from contaminating food or food contact surfaces. This should be done with solid white or black hair restraints, barrettes, scrunchies, or solid headbands/hair wraps. Long ponytails should be restrained in braids or buns. Any hair that cannot be restrained off the collar or coat must be restrained using a hair net or cloth.
- For sanitation reasons, gloves, aprons, side towels, and chef hats are not worn during certain activities that might lead to contamination (i.e., going to the restroom, taking out the garbage). They should be removed when partaking in non-class activities such as entering or leaving academic buildings or eating meals in student dining rooms.
- Wallet chains, visible key rings, neck lanyards, and straps are not permitted for safety reasons.
- No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.
- 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 (including Food and Beverage Earn and Learn Students)

- Clean and pressed café chef's jacket (TX).
- Clean and pressed white dress shirt (NY, CA).
- White undershirts/t-shirts are required for all—colors or logos are not permitted.
- Undergarments must not be visible.
- CIA-issued ties are required (NY, CA).
- CIA-issued pressed bistro apron (NY, CA).
- Clean and pressed black pants or skirt (no more than two inches above the knee) with coordinating hosiery. 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. Bare ankles should not be visible when seated.

- If pants have belt loops, a solid black belt is required.
- Plain flesh-colored or black stockings should be worn with skirts (no prints or seams).
- Plain black socks (above the ankle) with trousers.
- Clean, polished, black, non-porous, sturdy work shoes that provide support to stand and work for long hours. They must have closed-back, non-slip, black soles, and black laces (when applicable).
- Fingernails should be short, trimmed, clean, neat, and free of polish.
- Hair must be restrained above the collar in a manner that keeps hair from contaminating food or food contact surfaces. This should be done with solid white or black hair restraints, barrettes, scrunchies, or solid headbands/hair wraps. Long ponytails should be restrained.
- One plain ring and one watch are the only pieces of jewelry permitted while in uniform. No facial/dermal piercings. Spacers and gauges are not permitted. (See above general guidelines section)
- Two black click pens (no logo) and one waiter's folding Bordeaux corkscrew must be carried in the apron pocket.
- Wallet chains, visible key rings, neck lanyards, and straps are not permitted for safety reasons.
- No excessive makeup. No cologne, aftershave, or detectable sprays and lotions.
- Anything not specified in this section may not be worn with the uniform.
- Uniforms must be complete and worn as designed.

## Student Maître d'Hôtel (including Earn and Learn Students)

- Traditional business attire is encouraged, such as suits, dresses, blouses, blazers, and sports coats. In addition, other forms of clothing that would be considered professional in a business context are acceptable, as noted below.
- Ironed or pressed pants or skirts may be worn. Skirts no shorter than two inches above the knee. Pants must be hemmed or cuffed. No shorts. Leggings worn under clothing are acceptable.
- Students are expected to dress neatly in clean and pressed shirts or blouses. Turtlenecks are acceptable. T-shirts or undershirts worn as outerwear are not permitted.
- A sweater, tie, or sports jacket may be worn along with a collared shirt or turtleneck.
- Clean, polished, black, non-porous, sturdy work shoes that provide support to stand and work for long hours. They must have closed-back, non-slip, black soles, and black laces (when applicable).
- Fingernails should be short, trimmed, clean, neat, and free of polish.
- Hair must be restrained above the collar in a manner that keeps hair from contaminating food or food contact surfaces. This should be done with solid white or black hair restraints, barrettes, scrunchies, or solid headbands/hair wraps. Long ponytails should be restrained.
- Jewelry accessories permitted—one post or stud earring per earlobe, one necklace, one watch, one brooch/pin, one ring, and one bracelet.

## Classroom-Based Courses

A chef's uniform or hospitality and service uniform can be worn in any classroom setting. Otherwise, the following business professional attire must be worn in addition to adherence to the general guidelines:

- Traditional business attire is encouraged, such as suits, dresses, blouses, and sports coats. In

addition, other forms of clothing that would be considered professional in a business context are acceptable, as noted below.

- Ironed or pressed pants or skirts may be worn. Skirts no shorter than two inches above the knee. Pants must be hemmed or cuffed. No shorts. Leggings worn under clothing are acceptable.
- Students are expected to dress neatly in clean and pressed shirts. Turtlenecks and collared polo shirts are acceptable. T-shirts or undershirts worn as outerwear are not permitted.
- A sweater, tie, or sports jacket may be worn along with a collared shirt or turtleneck.
- Shoes must be clean, not torn or showing excessive wear, and be appropriate and safe in a professional business context. Flip-flops, bedroom slippers, or shoes with excessive heels (more than two inches) are not acceptable. Open-toe dress shoes may be worn; however, they are not allowed in kitchens at any time due to health and safety codes, so plan accordingly.

### Additional Considerations

- Outerwear (sweaters, coats, hoodies, and sweatshirts) may not be worn in 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, where possible, to place the student in an appropriate lecture course.
- Students with hand cuts and lacerations must obtain clearance from the Health Services Office (NY) or a personal physician—with authorization verified by the student affairs manager (CA) or the director of education (TX) to attend kitchen and bakeshop classes.

- White turtlenecks or white thermal shirts may be worn without a neckerchief for the fish butchery room and meat butchery room. 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 or cap, and the headband must be removed when the chef's hat or cap is removed.

### Face Masks

When necessary, due to health and safety reasons, wearing face masks may be a part of required CIA professional and safety attire. The mask must always likewise reflect the professional image of the CIA, as presented through its employees and students to its guests, prospects, and visitors.

Students can bring in their own mask to wear if it meets the criteria below.

- Face masks with loops around the ears or tied behind the head are permissible.
- Bandanas, neck-gaiters (also called Buffs or neck fleeces), or other styles of masks not listed here are not permissible.

Whether a student is wearing a cloth or disposable face mask, it must:

- Cover the nose and mouth at all times
- Fit snugly but comfortably against the face
- Include multiple layers of fabric
- Allow for breathing without restriction
- NOT have a one-way valve (or dust filter)
- Be disposable or be washable and machine dryable without being damaged or changing shape
- Be worn in all areas required, and until it can be safely removed in areas where not required

Patterns on masks must be appropriate for a professional environment; logos, messages, or

lettering of any kind are not permitted, and no decorations (buttons, pins, stickers, etc.) may be affixed to the face mask.

Students must replace their mask if:

- The mask chosen requires frequent adjustment
- The mask worn becomes dirty, wet, and/or difficult to breathe through
- The mask worn does not meet any of the criteria described above

## Guidelines for Graduation Dress

In recognition of the commitment to professionalism and hospitality, students are expected to comply with the general guidelines and wear the following at graduation:

### **Associate Degrees, Bachelor's Degree (Singapore), and Accelerated Culinary Arts Certificate Program**

- Flesh-colored or dark hosiery/dark socks
- Clean and polished black dress shoes
- Black dress slacks or pants
- CIA-issued cleaned and pressed white graduation chef jacket buttoned to the top
- CIA-issued clean, white paper toque

### **Bachelor's Degrees (New York Campus)**

- CIA-issued black cap and gown
- Anything that shows below the gown must be a solid dark color (e.g., black or navy)
- Flesh-colored or dark hosiery/dark socks only
- Clean and polished black dress shoes

## Request For Accommodations

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 meet professional attire and grooming guidelines as described above, should submit appropriate documentation in writing for a variance to the vice president and dean of student affairs (NY), Learning Strategies Center administrator (CA), or director of education (TX). Exceptions to these guidelines 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 professional attire and grooming guidelines must be adhered to and will be enforced. For example, students need to be in proper attire to be admitted to classes, dining rooms, or self-service meal lines in the above-mentioned buildings. The penalties for non-compliance with the guidelines are consistent for all classes at the CIA:

- Of the student's final grade, 10% may be for Professionalism, Uniform, and Hygiene. The professor will assess each violation 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.

When compliance issues arise with attire and grooming guidelines that can't be resolved in the context of a class, or when they arise in an out-of-class setting, the Office of Student Affairs will take the lead in mediating challenges and assigning any consequences. Students can avoid consequences by demonstrating professionalism in all they do.