



# Student Handbook

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# 2021-2022 Student Handbook

## Welcome!

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.

## Notice of Nondiscrimination

The Culinary Institute of America (CIA), being committed to respect for diversity and equal opportunity in education and employment, does not discriminate against individuals. The CIA expressly prohibits discrimination against and harassment of individuals on the basis of any protected characteristic, including: race, color, sex, sexual orientation, gender identity and expression, religion, disability, age, genetic information, familial status, marital status, veteran status, ancestry, national or ethnic origin, and any other protected group or classification under the law. In addition, the CIA prohibits Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation, and Stalking.

This Policy shall apply to conduct that occurs on the CIA's campus, on CIA technological systems, at CIA-sponsored programs, activities, and events, including: admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, health services, and all other programs, and activities available at the CIA. Further, this Policy applies to conduct off-campus when a person accused of Prohibited Conduct is a matriculated CIA student or when the alleged conduct has a continuing adverse impact upon the CIA work or school environment.

This Policy applies to all members of the CIA Community, including Students, Employees (faculty and staff), Trustees, Interns, and Non-employee Workers. Each Student shall be responsible for their conduct from the time of enrollment through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad, and leaves of absence or suspension.

Members of the CIA Community who believe that they have been subjected to Discrimination or Harassment are strongly urged to use the resolution procedures described in this Policy. Third Parties visiting CIA facilities (such as guests, visitors, and restaurant patrons) have the opportunity to make reports of Prohibited Conduct for the purpose of this Policy; however, Third Parties accused of violating this Policy are not entitled to the procedural protections set forth below and may be summarily excluded from CIA property, programs, activities, or events.

## Compliance Statement

The CIA complies with the applicable federal laws across all campuses, including without limitation: Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title VI and Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Age Discrimination Act of 1975; the Violence Against Women Reauthorization Act; and the Campus SaVE Act. The CIA also complies with state laws applying to its New York, California, and Texas campuses, including but not limited to: Article 129-B of the New York Education Law; the New York State Human Rights Law; the New York Labor Law; Section 67836 of the California Education Code; Chapter 51 of the Texas Education Code and other federal, state, and local laws governing Harassment, Sexual Misconduct, and Discrimination.

To ensure that it is a safe and equitable place to learn and work, the CIA has established this Policy and training and procedures for reporting, investigating, and adjudicating allegations of violations of this Policy. The information contained in the Definitions and Procedures sections of this Policy is expressly incorporated into this Policy as it provides essential details for the effective implementation of this Policy.

CIA policy as well as federal and state laws prohibit Retaliation against any individual for making a good faith Complaint of Prohibited Conduct or for serving as a witness or otherwise providing information in connection with a Complaint of Prohibited Conduct.

## Compliance Coordinators

The CIA has designated and trained personnel to provide support for reporters, Complainants, and Respondents in cases of allegations arising under this Policy. These include, but are not limited to, the Americans with Disabilities/Section 504 Coordinator (the 504 Coordinator) and the Title IX Coordinator/ Age Discrimination Act Coordinator.

The Senior Director of Faculty Relations is designated as the CIA Title IX Coordinator and Age Discrimination Act Coordinator, who is responsible for coordinating compliance with the complex legal and regulatory framework governing Harassment, Sexual Misconduct, and Discrimination (except for disability-based issues). The Title IX/Age Discrimination Act Coordinator's responsibilities include overseeing all complaints of Sexual Misconduct and identifying and addressing any patterns or systemic problems. In addition, the CIA has designated a Deputy Title IX/Age Discrimination Act Coordinator. Inquiries and Complaints concerning these issues may be referred to either:

The Dean of Academic Engagement and Administration is designated as the CIA Section 504 Coordinator, who is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. This law prohibits discrimination based upon disability and requires the CIA to ensure that Students are not excluded from participation in or denied the benefits of any program or activity of the CIA based on disability. Disability-related complaints and associated requests for accommodation are governed by the CIA's Americans with Disabilities Act/Section 504 Compliance Policy (CMP-023). Any individual who believes they may have been discriminated against in an educational program, activity or employment situation on the basis of a disability may file a Complaint with:

**Joseph R. Morano, Senior Director—Faculty Relations  
Title IX and Age Discrimination Act Coordinator**

The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room S-324  
Telephone: 845-451-1314  
E-mail: Joe.Morano@culinary.edu

Or

**Danielle Glendenning, Manager—Faculty Relations  
Deputy Title IX and Age Discrimination Act Coordinator**

The Culinary Institute of America

1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room W-401  
Telephone: 845-905-4369  
E-mail: Danielle.Glendenning@culinary.edu

The **Dean of Academic Engagement & Administration** is designated as the CIA Section 504 Coordinator, who is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. This law prohibits discrimination based upon disability and requires the CIA to ensure that Students are not excluded from participation in or denied the benefits of any program or activity of the CIA based on disability. Disability-related complaints and associated requests for accommodation are governed by the CIA's Americans with Disabilities Act/Section 504 Compliance Policy (CMP-023). Any individual who believes they may have been discriminated against in an educational program, activity or employment situation on the basis of a disability may file a Complaint with:

**Carolyn Tragni, Dean—Academic Engagement and Administration  
Americans with Disabilities/Section 504 Coordinator (504 Coordinator)**

The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538  
Office: Roth Hall, Room S-319  
Telephone: 845-451-1615  
E-mail: Carolyn.Tragni@culinary.edu

Or

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

The Harassment, Sexual Misconduct, and Discrimination Policy statement can be found at [www.ciachef.edu/harassment-policy](http://www.ciachef.edu/harassment-policy).

## Navigating the Campuses

- President's Cabinet
- New York Campus Directory
- New York Campus-specific Information
  - Bookstore
  - Copy Center
  - Mail
  - Use of the Roth Hall Elevator
  - Weather
  - Wildlife
  - Pond
  - Railroad Tracks and Cliffs
  - Wooded Property
  - Environmental Protection
- California Campus Directory
- California Campus-specific Information
  - Bookstore
  - Mail
  - Weather
  - Wildlife
  - Earthquakes
- Texas Campus Directory

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 to navigate the campuses.

### 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).

### New York Campus Directory

The following directory is specific to the New York campus.

#### Admissions

**Brief Description:** Provides admissions services for degree and certificate programs. Visit [www.ciachef.edu/admissions](http://www.ciachef.edu/admissions) for more information.

**Phone:** 1 800 CULINARY (285-4627)

**E-mail:** [admissions@culinary.edu](mailto:admissions@culinary.edu)  
**Location:** Admissions Center, first floor  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.  
 Rachel Birchwood, Associate Vice President—Enrollment Management

**Key Contacts:** VACANT, Director—Admissions  
 Stephen Sobierajski, Director—Enrollment  
 Michelle Muloolly, Director—Admissions

#### Advancement Office

**Brief Description:** Committed to developing relationships to strengthen pride, inspire participation, and increase financial support among stakeholders of the CIA, including alumni, members of the Board of Trustees, fellows, friends, corporations, foundations, and government entities.

**Phone:** 845-905-4275  
**E-mail:** [advancement@culinary.edu](mailto:advancement@culinary.edu)  
**Location:** Roth Hall, second floor, south wing  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.  
**Key Contacts:** Kevin Allan, Vice President—Advancement

#### Alumni Relations

**Brief Description:** Responsible for alumni relations including, but not limited to, homecoming events, graduation pictures, iModules, *mise en place* alumni newsletter, alumni receptions, and alumni discounts.

**Phone:** 845-451-1401  
**E-mail:** [alumni@culinary.edu](mailto:alumni@culinary.edu)  
**Location:** Roth Hall, second floor, south wing  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.  
**Key Contacts:** Steve Swofford '97, Advancement Officer  
 Jennifer Speziale, Alumni Coordinator

#### Bookstore (Craig Claiborne Bookstore)

**Brief Description:** Sells a selection of supplies, toques, CIA memorabilia, and gift items. For more information, see Bookstore.

**Phone:** 845-451-1229 or 845-451-1228  
**E-mail:** [bookstore@culinary.edu](mailto:bookstore@culinary.edu)  
**Location:** Roth Hall, first floor  
 Monday, 10 a.m.–4 p.m.  
**Hours of Operation:** Tuesday–Friday, 10 a.m.–6 p.m.  
 Saturday, 11 a.m.–6 p.m.  
**Key Contact:** Danielle Traver, Bookstore Manager

#### Campus Safety

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

Responsible for the safety of the New York campus including, but not limited to, parking, emergency announcements, documenting violations of CIA policy, and escort services. For more information, see Campus Safety.

**Brief Description:**

**Phone:** 845-451-1268 (Non-Emergency) or 845-451-1111 (Emergency)

**E-mail:** campussafety@culinary.edu

**Location:** Campus Safety Building

**Hours of Operation:** 24 hours, 7 days per week

William Carey, Director—Campus Safety

**Key Contacts:** Perry Soule, Assistant Director—Campus Safety

Thomas Dubetsky, Manager—Environmental Health and Safety

Provides support and advice for a variety of academic and career-related questions including, but not limited to, securing an externship, résumé development, career planning, course scheduling, creating an academic plan, withdrawing from a course(s), or institutional withdrawals. Also supports students' long-term educational goals by enrollment in one of the bachelor's degree offerings.

**Brief Description:**

**Phone:** 845-451-1275

**E-mail:** advising@culinary.edu

**Location:** Roth Hall, second floor, E-255  
Monday, 8:30 a.m.–5 p.m.

**Hours of Operation:** Tuesday–Thursday, 8:30 a.m.–6 p.m.  
Friday, 8:30 a.m.–5 p.m.

Crystal DeCarolis, Director—Career and Academic Advising

Ron Hayes, Associate Director—Career Services

Maura McMahon O'Meara, Manager—Career and Academic Advising

**Key Contacts:** Angelika Budnick, Transfer Credit Coordinator

Elaine Cullen, Career and Academic Advisor

John Alley, Career and Academic Advisor

Chelsea Reid, Career and Academic Advisor

Felice Solomon, Career and Academic Advisor

**Central Issue**

Distributes uniforms, graduation jackets, sanitation supplies, and other essential education items/tools.

**Brief Description:**

**Phone:** 845-451-1481 or 845-451-1331

**E-mail:** Robin.Okeefe@culinary.edu

**Location:** Roth Hall, first floor

**Hours of Operation:** Monday–Friday, 7 a.m.– 4:30 p.m.

Gower Lane '92, Director—Purchasing and Storeroom Operations

**Key Contacts:** Robin O'Keefe, Assistant Manager—Central Issue

**Counseling and Psychological Services (CAPS)**

Provides **confidential** counseling for students, free of charge. Students can address stress, life transitions, anxiety, depression, alcohol or drug misuse, relationship or family matters, or other concerns that can interfere with success at college. For more information, see Counseling and Psychological Services.

**Brief Description:**

**Phone:** 845-905-4241

**Location:** Student Commons, room 218

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

Christiane Mueller, LCSW, Director—Counseling & Psychological Services

**Key Contacts:** Tamara Batiste-Locke, PhD, Counselor/Therapist

Sean Fenton, LCSW-R, CAPS Counselor/Therapist

Jennica Laine-Formisano, Psy.D., Counselor/Therapist

**Web Portal Link:** <https://ciamainmenu.culinary.edu/student-services/counseling/Pages/home.aspx>

**Dining Services**

Assists with meal plans, adding gold points, and other dining-related questions. For more information, see Dining Services.

**Brief Description:**

845-905-4518

**Phone:** 845-451-1546

845-451-1313

845-905-4747 (The Egg)

**E-mail:** mealplans@culinary.edu

**Location:** Roth Hall, first floor

Dining Services: Monday–Friday, 7:30 a.m.–7:00 p.m.

**Hours of Operation:** The Egg: Monday–Friday, 5:45 a.m.–10:30 p.m.; Saturday, 9 a.m.–10:00 p.m.; Sunday, 9 a.m.–10:00 p.m.

Peg Graham, Director—Dining Services & Kitchen Operations

Key Contacts: Karen Baez, Manager—Dining Services

Ralph Chianese, Manager—Equipment & Materials

Molly Buckie-Pinder, General Manager—The Egg

**Education Administration**

Brief Description: Senior leadership of education administration that oversees all aspects of degree and certificate offerings, curriculum, academic support services, and branch campus offerings.

Phone: 845-451-1583

E-mail: Tammy.Polito@culinary.edu or Sofia.Papamakariou@culinary.edu

Location: Roth Hall, S-316

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Mark Erickson '77, Provost

Michael Sperling, PhD, Vice President—Academic Affairs

Key Contacts: Susan Cussen, Associate Vice President—Branch Campuses

Carolyn Tragni, Dean—Academic Engagement and Administration

Tammy Polito, Executive Assistant

Sofia Papamakariou, Executive Assistant

**School of Baking and Pastry Arts**

Brief Description: Provides academic guidance to any student enrolled in baking and pastry arts courses.

Phone: 845-905-4779

E-mail: Tammy.Polito@culinary.edu

Location: J. Willard Marriott Education Center, second floor, room 202

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Brendan Walsh '80, Dean—School of Culinary Arts

Key Contacts: Marc Haymon '81, Associate Dean—Baking and Pastry Arts

Tammy Polito, Executive Assistant

**School of Business and Management**

Brief Description: Provides academic guidance to all bachelor's-level students working towards their management degree. Also provides guidance to associate-level students taking any business or management classes outside the kitchen or bakeshop.

Phone: 845-451-1583

E-mail: Tammy.Polito@culinary.edu

Location: Roth Hall, S-316

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Annette Graham '88, PhD, Dean—School of Business and Management

Key Contacts: Tammy Polito, Executive Assistant

**School of Culinary Arts**

Brief Description: Provides academic guidance to any student enrolled in culinary arts courses.

Phone: 845-905-4779

Email: Tammy.Polito@culinary.edu

Location: Roth Hall, S-315

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Brendan Walsh '80, Dean—School of Culinary Arts

Bruce Mattel '80, Senior Associate Dean—Restaurant Education & High Volume Production

Key Contacts: Cynthia Keller '83, Associate Dean—Culinary Fundamentals

Tony Nogales '88, Associate Dean—Culinary Specialization

Tammy Polito, Executive Assistant

**School of Culinary Science and Nutrition**

Brief Description: Provides academic guidance to all bachelor's-level students working towards their culinary science degree. Also provides guidance to associate-level students taking any nutrition or food safety classes outside the kitchen or bakeshop.

Phone: 845-451-1575

Email: Sofia.Papamakariou@culinary.edu

Location: Roth Hall, S-316

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Ted Russin, Acting Dean—School of Culinary Science and Nutrition

Key Contacts: Sofia Papamakariou, Executive Assistant

**School of Liberal Arts and Food Studies**

Brief Description: Provides academic guidance to all bachelor's-level students working towards their applied food studies degree. Also provides guidance to associate-level students taking any liberal arts classes outside the kitchen or bakeshop.

Phone: 845-905-4779

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

Email: Tammy.Polito@culinary.edu  
 Location: Roth Hall, S-315  
 Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.  
 Key Contacts: Denise Bauer, PhD, Dean—School of Liberal Arts & Food Studies  
 Tammy Polito, Executive Assistant

Brief Description: Full-service computer center featuring printing, scanning, faxing, and more. Lab assistants available all hours. Provides support for accounts, applications, and devices. Students are helped during support hours on a first-come, first-served basis. For more information, see Technology on Campus.

Phone: 845-451-1698 or 845-451-1756  
 E-mail: ITHelp@cia.culinary.edu  
 Location: Hilton Library, room 209  
 Monday–Thursday, 8 a.m.–10 p.m.

Friday, 8 a.m.–5 p.m.  
 Saturday, noon–5 p.m. (PCs and Printing only, no help desk staff)  
 Sunday, 2 p.m.–10 p.m.

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

Monday - Friday: 8:00 AM - 4:00 PM  
 Rick Tietjen, Associate Vice President, Chief of Staff, and Chief Information Officer

Cindy Scofield, Director—Enterprise Information Systems

Mike Romanovsky,  
 Director—Infrastructure Services

Key Contacts: Joseph Manente, Associate Director—Client Services

Rob Harris, Manager—Network and A/V Services

Andrew Mennerich, Manager—Help Desk and Support Services

Salvatore Lee, Computer Lab & Help Desk Specialist

**Additional  
Computer  
Labs:**

**St.  
Andrew's  
Print  
Center**

(card-swipe access only) Open to all students when courses are not being conducted in the classroom.  
 Description: Workstations and self-service Copier/Printer are located within the classroom.  
 Phone: 845-451-1708  
 Location: General Foods Nutrition Center, lower level  
 Hours of Operation: 24 hours, 7 days per week (closed only during college breaks)

**Betty  
Axelroad  
Computer  
Language  
Lab**

(card-swipe access only) Open to all students when classes are not being conducted in the lab.  
 Description: Phone: 845-451-1881  
 Location: Roth Hall, S-431  
 Hours of Operation: Monday–Saturday, 6 a.m.–11 p.m.; Sunday, noon–11 p.m.

**Bachelor's  
Computer  
Classroom**

(card-swipe access only) Open to all students when classes are not being conducted in the lab.  
 Description: Phone: 845-451-1885  
 Location: Roth Hall, W-205  
 Hours of Operation: Monday–Saturday, 6 a.m.–11 p.m.; Sunday, noon–11 p.m.

**International  
Student Affairs  
Office**

Provides assistance, support, and guidance to prospective and current international students. For more information, see International Students.  
 Brief Description: Phone: 845-451-1531  
 E-mail: InternationalStudentAffairs@culinary.edu  
 Location: Student Commons, room 200  
 Hours of Operation: Monday–Friday, 9 a.m.–5 p.m.  
 Key Contacts: Taralynn Brock, Manager—International Student Services

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

Brief Description: Offers a variety of research resources—books, periodicals, databases, historical menus, and more—to support student learning, as well as guidance in academic research,

**Library Learning Commons**

rotating exhibits, and comfortable places to study. Visit [library.culinary.edu](http://library.culinary.edu) for more information.

Phone: 845-451-1747  
E-mail: [library@culinary.edu](mailto:library@culinary.edu)  
Location: Hilton Library  
Monday–Thursday, 7:30 a.m.–11 p.m.

Hours of Operation: Friday, 7:30 a.m.–7 p.m.  
Saturday, 10 a.m.–5 p.m.  
Sunday, noon–11 p.m.  
VACANT, Director—Library and Information Services

Key Contacts: Raven Fonfa, Reference and Information Literacy Librarian  
Elizabeth Miller, Technical Services Librarian  
Nicole Semenchuk, Archives and Digital Collections Specialist

Brief Description: Hub of academic support, Office of Disabilities, test taking, knife skills, tutoring, and other strategies for academic success.

Phone: 845-451-1298  
E-mail: [tutoringcenter@culinary.edu](mailto:tutoringcenter@culinary.edu) or [lsctest@culinary.edu](mailto:lsctest@culinary.edu) (testing room)  
Location: Hilton Library, fourth floor  
Monday–Thursday, 8 a.m.–10 p.m.

Hours of Operation: Friday, 8 a.m.–6 p.m.  
Saturday, 12 p.m.–5 p.m.  
Sunday, noon–9 p.m.  
Jodi Amato, Director—Academic Support Services

Key Contacts: Emily Lamoree, Learning Specialist  
Carol Ray-Hudson, Disability Support Specialist

**Mail Room/ Copy Center**

Brief Description: Centralized mail and copy center for student needs such as incoming mail or packages, printing course material from Moodle, and obtaining course guides; only accepts Culinary Cash. For more information, see Mail or Copy Center.

Phone: 845-451-1244  
E-mail: [mailroom@culinary.edu](mailto:mailroom@culinary.edu)  
Location: Roth Hall, ground floor adjacent to Student Health Services  
Service Window Hours of Operation: Monday–Friday, 8 a.m.–5 p.m.  
Saturday, 9 a.m.–1 p.m.  
(Closed on holiday weekends)

**Notary Public Services**

Key Contact: Zachary Short, RICOH Manager

Brief Description: Officials licensed by the Secretary of State to authenticate an individual's signatory on a document. Government-issued identification is needed for this service.

Hours of Operation: Monday–Friday, 9 a.m.–4 p.m.

Shannon Camper, President's Office, Roth Hall, second floor

Key Contacts: Julie Wolfe, Vice President—Finance and Administration Office, Roth Hall, third floor

**Payroll**

Brief Description: Issues paychecks to eligible student employees for hours worked.

Phone: 845-905-4338

E-mail: [Payroll@culinary.edu](mailto:Payroll@culinary.edu)

Location: Roth Hall, S-333

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Key Contact: Elaine McLaughlin, Manager—Payroll

**Registrar**

Brief Description: Responsible for the integrity of all student records; issues Letters of Enrollment and transcript requests.

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.

Chet Koulik, Registrar

Key Contacts: Taylour Hahn, Associate Registrar

Kathy Corrao, Academic Records Specialist

**Residence Life**

Brief Description: Offers assistance with living on campus including, but not limited to, campus activities, replacement keys, room changes, roommate conflicts, maintenance concerns, and other residence hall needs. For more information, please see Residence Life Staff.

Phone: 845-451-1260

E-mail: [reslife@culinary.edu](mailto:reslife@culinary.edu)

Location: Student Commons, room 221

Hours of Operation: Monday–Friday, 7 a.m.–5 p.m.

Dennis Macheska, Associate Dean—Student Affairs & Residence Life

Key Contacts: Jody Danna, Manager—Residential Housing Assignments

**Student Activities, Recreation, and Athletics (Rec Center)**

Carole Goldsmith, Manager—Housing Operations

Matthew Bertollo, Area Coordinator—Lodges and Townhouses

Caroline Gray, Residence Director—Hudson Hall

Mark Campbell II, Area Coordinator—Pick/Herndon Hall and Rosenthal Hall

Denver Henry, Residence Director—Angell Hall

Brief Description: Creates opportunities for student engagement and involvement by providing intramural sports, athletic opportunities, wellness programming, campus activities, and leadership positions through clubs and organizations. For more information, see Student Activities Office.

Phone: 845-451-1400

E-mail: CampusLife@culinary.edu

Location: Student Commons, room 014 Rec Center:

Monday–Thursday, 6 a.m.–midnight

Friday, 6 a.m.–10 p.m.

Saturday, 9 a.m.–10 p.m.

Sunday, 9 a.m.–11 p.m.

Hours of Operation: Pool Hours:

Monday–Thursday, 10 a.m.–1 p.m.; 3–5:30 p.m.; and 7:30–10 p.m.

Friday, 10 a.m.–1 p.m. and 3–5:30 p.m.

Saturday, noon–7 p.m.

Sunday, noon–7 p.m.

Serge Nalywayko, Assistant Director—Athletics, Recreation, and Wellness

Thomas Weingart, Coordinator—Student Health and Wellness

Key Contacts: Nathan Flintjer, Assistant Director—Student Life

Danielle Schmalz, Coordinator—Student Leadership

**Student Affairs Office**

Brief Description: Engages and supports students for a variety of personal and college-related issues including, but not limited to, conduct violations, graduation, personal safety, student life, replacement IDs, interpersonal conflicts, alcohol/drug awareness, and sexual assault prevention. For more information, see Student Affairs Office.

Phone: 845-451-1281

E-mail: studentaffairs@culinary.edu

Location: Student Commons, room 236

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Kathy Merget, PhD, Associate Vice President and Dean—Student Affairs

Key Contacts: James H. Manley, Jr., PhD, Associate Dean—Campus Life and Student Development

Michael Kush, Assistant Dean—Student Conduct

Ellen Carter, Executive Assistant

**Student Employment**

Brief Description: In order to obtain an on-campus job, students must complete all required paperwork with Student Employment prior to working. For more information, see On-Campus Employment.

Phone: 845-451-1364

E-mail: studentemployment@culinary.edu

Location: Admissions Center, second floor

Hours of Operation: Monday–Friday, 8:30 a.m.—5 p.m.

Key Contact: Lisa Dy, Student Employment Manager

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

Brief Description: Assists students with billing, payments, financial aid, registration and student employment. For more information, please see Student Accounts.

Phone: 845-451-1500

E-mail: sfrs@culinary.edu

Location: Admissions Center, second floor

Hours of Operation: Monday- Friday, 8 a.m.—5 p.m.

Chris Falzerano, Director—Student Financial Planning

Jeanine Gemmell, Associate Director—Student Financial Planning

Key Contacts: Kathleen Fitzgerald, Systems & Data Manager—Student Financial Planning

Lisa Dy, Progam Manager—Student Financial Planning

Amanda Doolittle, Supervisor—Student Financial Planning and VA Certifying Official

Kelly Lake, Supervisor—Student Financial Planning and VA Certifying Official

Kevin Sweeney, Coordinator—Student Financial Planning

Amy Valentine, Student Financial Planner

Chelsea McDonough, Student Financial Planner

Jan Smyth, Student Financial Planner

Jennifer Luongo, Student Financial Planner

Kelly Harper, Student Financial Planner

Mandi Messina, Student Financial Planner

Paulina Weiss, Student Financial Planner

Sara Schaad, Student Financial Planner

**Student Government Association (SGA)**

Brief Description: Student representation on campus where students can voice concerns, share feedback, and contribute positively to the campus experience. For more information, see Student Government Association.

Phone: 845-905-4257

E-mail: sga@cia.culinary.edu

Location: Student Commons, room 014

**Student Health Services**

Brief Description: Department offers a variety of health and wellness services to the students. Services available include: sick visits, acute injury management, in-house strep and influenza testing, COVID-19 rapid testing, health screenings and education, routine vaccinations, on-campus emergency response, and advanced care nurse practitioner visits. For more information, contact Student Health Services

Phone: 845-451-1261

Fax: 845-905-4061

E-mail: ciahealthservices@culinary.edu

Location: Roth Hall, ground floor  
Monday–Friday, 7 a.m.–8 p.m.

Hours of Operation: Nurse Practitioner: Monday–Friday 9:30 a.m.–3:30 p.m. by appointment

After-Hours Nurse Triage Line:  
Monday–Friday: 9 p.m.–7 a.m.  
Saturday and Sunday: 24 hours  
School-recognized holidays/no class days: 24 hours  
Director of Health Services

Key Contacts: Diahann Weathers, Assistant Director of Health Services  
Lorrie Frankel, Office Supervisor

**Title IX Coordinator**

Brief Description: Coordinates all reported violations of the Harassment, Sexual Misconduct, and Discrimination Policy including, but not limited to, sexual assault, sexual harassment, interpersonal violence, stalking, and any form of discrimination.

Phone: 845-451-1314 or 845-905-4477 (24-hour hotline to report harassment)

E-mail: Joe.Morano@culinary.edu

Location: Roth Hall, S-324

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.  
24-hour emergency access through Campus Safety

Key Contacts: Joe Morano, Senior Director—Faculty Relations/Title IX and Age Discrimination Coordinator  
Danielle Glendenning, Manager—Faculty Relations/Deputy Title IX Coordinator

**Veteran Student Resources**

Brief Description: Assists veteran students with adjusting to campus life and connecting to on-campus and local support. Also explains VA benefits and provides GI Bill reimbursements. For more information, see Veteran Students.

E-mail: veteranscommittee@culinary.edu  
Kelly Lake, VA Certifying Official in SFRS

Key Contacts: Amanda Doolittle, VA Certifying Official in SFRS  
Kathy Merget, PhD, Associate Vice President and Dean—Student Affairs

**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. Henckel, Ateco, and others.

The bookstore also sells a selection of school supplies, health and beauty aids, and a wide range of gift items from sweatshirts and T-shirts to glassware and key chains, as well as elegant diploma frames. The bookstore also features gourmet foods such as fine chocolates, coffee, tea, oils, and vinegars, as well as products by graduates and local merchants. Most items in stock are available by mail and web order. The bookstore's website may be accessed via [www.ciachef.bncollege.com](http://www.ciachef.bncollege.com). Students can purchase textbooks in store or via the website, and pick up in store. Please inquire about special-order services for books, knives, and tools.

## 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 that are 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 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 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 as well as 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.

### Our Lady of the Way Chapel

Mass is held Sundays at 10 a.m. and noon at the chapel near the south entrance of the CIA.

### 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 large 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 constantly 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 prior to the issuance of a mandatory evacuation notice.

Should wildfire smoke and ash (or any other conditions) cause the air quality to become unhealthy or worse (reference the above chart), 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.

In addition, students will be notified through our Mass Notification System on campus. 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 any wild animal. 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.

### Pond

Known to students as Lake Velouté, the pond located in front of Pick/Herndon 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 they present, the cliffs along the edge of the CIA's property are off limits. These cliffs are owned by Amtrak, 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 and adjacent to the main campus is open only during daylight hours. All CIA policies are in effect in this area, including but not limited to: no open campfires, no alcohol consumption, no illegal substances, no littering, no hunting, and no off-road motorized vehicles. No person shall injure, destroy, deface, remove, fill in, tamper with, or cut any tree or other plant life. 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. Fines of up to \$10,000 may be imposed by the Department of Environmental Conservation for various violations (e.g., oil/grease spills, recycling infractions, etc.). It is extremely important that students obey the college's policies and procedures relating to environmental issues to avoid possible liability in an incident.

## California Campus Directory

The following directory is specific to the California campus.

### Administration and Finance

**Brief Description:** Senior leadership of the California campus responsible for all aspects of the business operations.

**Phone:** 707-967-2358

**Location:** Greystone main building, first floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contacts:** Thomas Bensel, Managing Director—California Campus

Holly Briwa, Senior Advancement Officer

Adam Busby, General Manager—Greystone

Vincent Venem, Site System Coordinator (Information Technology)

Helen Quiroz, Administrative Assistant—Reception

Joyce Suzuki, Director, Human Resources CA (Student Employment)

### Admissions

**Brief Description:** Provides admissions services for degree and certificate programs. Visit [www.ciachef.edu/admissions](http://www.ciachef.edu/admissions) for more information.

**Phone:** 707-967-2338

**E-mail:** [admissions@culinary.edu](mailto:admissions@culinary.edu)

**Location:** Greystone main building, third floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contacts:** Allison Stapleton, Assistant Director—Admissions

### Alumni Relations

**Brief Description:** Responsible for alumni relations including, but not limited to, homecoming events, graduation pictures, iModules, *mise en place* alumni newsletter, alumni receptions, and alumni discounts.

**Phone:** 845-451-1401

**E-mail:** [alumni@culinary.edu](mailto:alumni@culinary.edu)

**Location:** NY campus, Roth Hall, second floor, south wing

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m. ET

**Key Contacts:** Steve Swofford '97, Advancement Officer

Jennifer Speziale, Alumni Coordinator

### Bachelor's Enrollment and Information

### Campus Security

**Brief Description:** Provides information on enrollment in one of the bachelor's degree offerings to support students' long-term education goals.

**Phone:** 845-451-1716 or 707-967-2428 ET

**E-mail:** Thomas.Wong@culinary.edu

**Key Contact:** Thomas Wong '86, Professor and Team Leader—Culinary Arts and Bachelor's Ambassador

**Brief Description:** Responsible for the safety of the California campus including, but not limited to, parking, emergency announcements, documenting violations of CIA policy, and shuttle and escort services.

**Phone:** 707-548-2478

**E-mail:** GSecurity@culinary.edu

**Location:** Greystone main building, first floor atrium

**Hours of Operation:** 24 hours, 7 days per week

**Key Contact:** Jeremy Smith, Director of Campus Services

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

**Brief Description:** Provides support and advice for a variety of academic and career-related questions including, but not limited to, securing an externship, résumé development, career planning, course scheduling, creating an academic plan, withdrawing from a course(s), or institutional withdrawals.

**Phone:** 707-967-2495

**E-mail:** Jenny.Woltz@culinary.edu or gsadvising@culinary.edu

**Location:** Greystone main building, third floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contact:** Jenny Woltz, Senior Career Services Advisor

### Counseling and Psychological Services (CAPS)

**Brief Description:** Provides **confidential** counseling for students, free of charge. Students can address stress, life transitions, anxiety, depression, alcohol or drug misuse, relationship or family matters, or other concerns that can interfere with success at college. For more information, see Counseling and Psychological Services.

**Phone:** 707-967-2443

**Location:** Greystone main building, first floor entryway

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contact:** Kathleen Herrera, Counselor/Therapist

**Contacts:** Alex Meraud, Counselor/Therapist

### Education Administration

**Brief Description:** Leadership of education administration that oversees all aspects of degree and certificate offerings, curriculum, academic support services, and branch campus offerings

**Phone:** 707-967-2448

**E-mail:**

**Location:** Greystone, third floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contact:** Robert Jörin, Associate Dean—Academic Degree Programs

**Contacts:** Amy Reed, Kitchen Facilities and Dining Services Manager

### International Student Support

**Brief Description:** Provides assistance, support, and guidance to prospective and current international students. For more information, see International Students.

**Phone:** 707-967-2407

**E-mail:** Catherine.reble@culinary.edu

**Location:** Greystone main building, third floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.

**Key Contact:** Catherine Réblé, Student Life Coordinator

### Learning Strategies Center

**Brief Description:** Hub of academic support, Office of Disabilities, test taking, knife skills, tutoring, and other strategies for academic success.

**Phone:** 707-967-2406 or 845-905-4639 (TTY/TDDY)

**E-mail:** Maria.Coggiola@culinary.edu

**Location:** Greystone main building, third floor

**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m., or by special arrangement

**Key Contact:** Jodi Amato, Director—Academic Support Services

**Contacts:** Maria Coggiola—Assistant Director Learning Strategies

### Student Affairs

**Brief Description:** Engages and supports students for a variety of personal and college-related issues including, but not limited to, conduct violations, graduation, personal safety, student life, interpersonal conflicts, alcohol/drug

awareness, and sexual assault prevention. For more information, see Student Affairs Office.

Phone: 707-967-2407

E-mail:

Location: Greystone main building, third floor

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Jared Snyder, Assistant Dean—Student Affairs

Key

Contacts: Catherine Eucker Réblé, Student Life Coordinator

Ben Teurlay, Residence Life and Housing Coordinator

Ashley Garcia, Student Affairs Assistant

### Student Employment

Brief Description: To obtain an on-campus job, students must complete all required paperwork with Student Employment prior to working. For more information, see On-Campus Employment.

Phone: 845-451-1364 ET

E-mail: studentemployment@culinary.edu

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m. ET

Key Contact: Lisa Dy, Student Employment Specialist

### Student Financial Registration Services (SFRS)

Brief Description: Assists students with billing, payments, financial aid, and class registration. For more information, please see Student Accounts.

Phone: 707-967-2488

Location: Greystone, third floor

Hours of Operation: Monday–Friday, 8:30 a.m.–5:00 p.m. PST

Rebecca Evans, Student Financial Planner

Key

Contacts: Sadie Stutsman, Registration Specialist

Steven Woods, Associate Registrar

### Student Health Services (NY)

Brief Description: Offers support and assistance for a variety of health-related reasons including, but not limited to, vaccines, cuts, burns, and personal health management. For more information, see Student Health Services.

Phone: 845-451-1261

E-mail: ciahealthservices@culinary.edu

Hours of Operation: Monday–Friday, 7 a.m.–8:45 p.m. ET

Erin-Marie Kernan, Director of Health Services

Key

Contacts: Diahann Weathers, Assistant Director of Health Services

Lorrie Frankel, Office Supervisor

### Title IX Coordinator

Brief Description: Coordinates all reported violations of the Harassment, Sexual Misconduct, and Discrimination Policy including, but not limited to, sexual assault, sexual harassment, interpersonal violence, stalking, and any form of discrimination.

Phone: 845-451-1314 or 845-905-4477 (24-hour hotline to report harassment)

E-mail: Joe.Morano@culinary.edu

Location: NY campus, Roth Hall, S-324

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m. ET  
24-hour emergency access through Campus Safety

Joe Morano, Senior Director—Faculty Relations/Title IX and Age Discrimination Coordinator

Key

Contacts: Danielle Glendenning, Manager—Faculty Relations/Deputy Title IX Coordinator

### Veteran Student Resources

Brief Description: Available to explain VA benefits and provide GI Bill reimbursements. For more information, see Veteran Students.

E-mail: Rebecca.Evans@culinary.edu

Key Contact: Rebecca Evans, Student Financial Planner

Contacts: Planner

## California Campus-specific Information

The following information is specific to the California campus.

### Bookstore

Open daily 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 for forwarding mail to a new address at least three weeks prior to 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. 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. 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 on campus. 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 adjacent to their natural habitat.

Adult and juvenile rattlesnakes like to warm themselves after a long winter in the sunshine of the herb garden and other terraced steps during late spring/early summer. Be sure to keep residence hall doors closed to prevent their entry into the facility. Please do not disturb any animals and notify the Office of Safety and Security immediately so that they can safely remove these visitors from the property.

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 constantly 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 prior to the issuance of a mandatory evacuation notice.

Should wildfire smoke and ash (or any other conditions) cause the air quality to become unhealthy or worse (reference the above chart), 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 that is prone to earthquakes. We advise all students to adhere to the following procedures in the event of a large earthquake:

- Do not run to avoid an earthquake. Running may lead to a fall and risk of injury.
- Do not try to get in a doorway. This advice is only appropriate in un-reinforced adobe buildings with wood door frames.
- If in bed, stay there 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 in residence, students should get under a table or other solid furniture, but can also simply hold onto something solid and ride it out. It may be difficult to stand without support. The most serious hazard will be caused by 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.

## Texas Campus Directory

The following directory is specific to the Texas campus.

### Administration

**Brief Description:** Senior leadership of the Texas campus responsible for all aspects of business operations.  
**Phone:** 210-554-6401  
**E-mail:**  
**Location:** 3rd Floor, Administration Office  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.  
 April Goess '03, CHE, Managing Director  
**Key Contacts:** Patrick Hutchings, Director—Facilities Operations  
 Darely Villegas, Office Coordinator

### Admissions

**Brief Description:** Provides admissions services for degree and certificate programs. Visit [www.ciachef.edu/admissions](http://www.ciachef.edu/admissions) for more information.  
**Phone:** 210-554-6453  
**E-mail:** Jeffrey.ONeill@culinary.edu  
**Location:** Student Services Center  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m.  
**Key Contacts:** Admissions Counselor

### Alumni Relations

**Brief Description:** Responsible for alumni relations including, but not limited to, homecoming events, graduation pictures, iModules, *mise en place* alumni newsletter, alumni receptions, and alumni discounts.  
**Phone:** 845-451-1401  
**E-mail:** alumni@culinary.edu  
**Location:** NY campus, Roth Hall, second floor, south wing  
**Hours of Operation:** Monday–Friday, 8:30 a.m.–5 p.m. ET  
 Steve Swofford '97, Advancement Officer  
**Key Contacts:** Jennifer Speziale, Alumni Coordinator

### Bachelors Enrollment and Information

**Brief Description:** Provides information on enrollment in one of the bachelor's degree offerings to support students' long-term educational goals.  
**Phone:** 845-451-1716 or 210-554-6402  
**E-mail:** Jose.Frade@culinary.edu

**Campus Security (Pearl Security)**

Key Contact: Jose Frade, Associate Dean—Degree Programs

Brief Description: Pearl complex security company

Phone: 210-889-5287 or 210-889-5236

Hours of Operation: 24 hours, 7 days per week

**Career Services**

Brief Description: Provides support and advice for a variety of academic and career-related questions including, but not limited to, securing an externship, résumé development, career planning, course scheduling, creating an academic plan, withdrawing from a course(s), or institutional withdrawals.

Phone: 210-554-6465

E-mail: sarah.salinas-puga@culinary.edu

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Key Contacts: Sarah Salinas-Puga —Assistant Director Academic and Support Services

**Education Administration**

Brief Description: Leadership of education administration that oversees all aspects of degree and certificate offerings, curriculum, academic support services, and branch campus offerings

Phone: 210-554-6452

E-mail: Jose.Frade@culinary.edu

Location: 3rd Floor, Administration Office

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Key Contacts: Jose Frade, Associate Dean—Degree Programs

**International Student Support**

Brief Description: Provides assistance, support, and guidance to prospective and current international students. For more information, see International Students .

E-mail: April.Goess@culinary.edu

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Key Contacts: April Goess '03, CHE, Managing Director

**Learning Strategies Center**

Brief Description: Hub of academic support, Office of Disabilities, test taking, knife skills, tutoring, and other strategies for academic success.

Phone: 210-554-6465

E-mail: Sarah.Salinas-Puga@culinary.edu

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m., or by special arrangement

Key Contacts: Sarah Salinas-Puga, Assistant Director—Career and Academic Advising, and Academic Support

**Student Affairs and Services**

Brief Description: Engages and supports students for a variety of personal and college-related issues including, but not limited to, conduct violations, graduation, personal safety, student life, interpersonal conflicts, alcohol/drug awareness, and sexual assault prevention. For more information, see Student Affairs Office.

Phone: 210-554-6428

Location: Student Services Center (SSC)

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m.

Key Contacts: Gracie Martinez, Manager—Student Services

**Student Financial Registration Services (SFRS)**

Brief Description: Assists students with billing, payments, financial aid, and class registration. For more information, please see Student Accounts.

Phone: 707-967-2488

Hours of Operation: Monday–Friday, 8:30 a.m.–5:00 p.m.

Key Contacts: Rebecca Evans, Student Financial Planner

**Student Health Services (NY)**

Brief Description: Offers support and assistance for a variety of health-related reasons including, but not limited to, vaccines, cuts, burns, and personal health management. For more information, see Student Health Services.

Phone: 845-451-1261

E-mail: ciahealthservices@culinary.edu

Hours of Operation: Monday–Friday, 7 a.m.–8:45 p.m. ET

Key Contacts: Erin-Marie Kernan, Director of Health Services  
Diahann Weathers, Assistant Director of Health Services  
Lorrie Frankel, Office Supervisor

**Title IX Coordinator**

Brief Description: Coordinates all reported violations of the Harassment, Sexual Misconduct, and Discrimination Policy including, but not limited to, sexual assault,

sexual harassment, interpersonal violence, stalking, and any form of discrimination.

Phone: 845-451-1314 or 845-905-4477  
(24-hour hotline to report harassment)

E-mail: Joe.Morano@culinary.edu

Location: NY campus, Roth Hall, S-324

Hours of Operation: Monday–Friday, 8:30 a.m.–5 p.m. ET  
24-hour emergency access through Campus Safety

Joe Morano, Senior Director—Faculty Relations/Title IX and Age Discrimination Coordinator

Key Contacts: Danielle Glendenning,  
Manager—Faculty Relations/Deputy Title IX Coordinator

**Veteran Student Resources**

Brief Description: A resource to veteran students and available to explain VA benefits and provide GI Bill reimbursements. For more information, see Veteran Students.

E-mail: April.Goess@culinary.edu  
April Goess '03, CHE, Managing Director

Key Contacts: Gracie Martinez, Manager—Student Services  
Rebecca Evans, Student Financial Planner

## Campus Safety

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

## 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're participating.

## 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, 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, 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 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 Hudson Hall and at the Jesuit cemetery, 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 confidential 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 by emergency public address system and the mass notification system (Everbridge) with instructions to run, hide, fight or shelter in place.

Instead of meeting at the normal gathering places designated for emergencies, the evacuation point in the event of an armed intruder will be a safe area away from the existing threat.

Of course, the best way to protect against an armed intruder is to prevent it from happening at all. Studies of school shooting incidents show that in most cases, the intruders spoke about their plans beforehand. In some cases, students knew of the imminent attack and did not inform the appropriate authorities. In other cases, active shooter incidents were prevented because students notified authorities about potential acts of violence. 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 reported to Campus Safety or an appropriate CIA faculty or staff member. This simple act can avert an immense tragedy and allow a proactive response that will provide assistance and help prevent a potential shooting or act of violence.

A training video, *Shots Fired on Campus*, is available to current students on the Campus Safety page at CIA Main Menu. We encourage everyone in our community to view this important training video.

## Safety

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 make 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, one gatehouse is staffed by Campus Safety personnel. The other 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.

### New York

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.

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

**California** 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.

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.

**Texas**

## Accidents

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

	No injury	Involving an injury
<b>New York</b>	Campus Safety	Student Health Services or Campus Safety
<b>California</b>	Campus Security	Campus Security
<b>Texas</b>	Director - Facilities and Operations, Associate Dean	Director - Facilities and Operations, Associate Dean

For accidents resulting in an injury, see Secondary Student Accident Insurance for information on how to file a claim.

## Reporting a Missing Student

To ensure everyone's safety at the college, suspected missing students should be reported to the Campus Safety, Student Affairs, or Residence Life offices. 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

**New York** Student Affairs 845-451-1281

Residence Life 845-451-1260

Campus Security (CA) 707-548-2478 (Greystone) or 707-967-2588 (Copia)

**California** Campus Safety (NY) 845-451-1268

Assistant Director—Student Affairs (CA) 707-967-2486  
Pearl Security (TX) 210-889-5287

**Texas** 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 strives to respect the privacy of a students' education experiences and protects their personal information pursuant to 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 the parents' interest in the well-being and progress of their child. Further, the CIA believes there are times in which parental involvement can be in the student's best interest. Thus, there are instances in which a parent or legal guardian will be notified of matters concerning a student. In such instances and when appropriate, the CIA will allow time for students themselves to make contact with their parent or guardian directly. However, in situations where prompt notification is warranted, a member of the Student Affairs staff 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 the enrollment status of a student may be imposed as a result of disciplinary action. To the extent permitted by law, if a student is suspended,

required to withdraw, or expelled, parents may be notified. 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 medical or mental health incident.

- **Unexplained absences from campus**

If a student is inexplicably 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 best interests of the student and of the CIA.

## 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. If students do not leave immediately when the fire alarm sounds, they 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.

**New York** Campus Safety 845-451-1268 or 845-451-1111  
(emergency)

**California** Campus Security (CA) 707-548-2478 (Greystone) or  
707-967-2588 (Copia)

Pearl Security 210-554-6452

**Texas** 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:

**New York** Campus Safety, located behind Roth Hall

**California** Safety and Security Desk, located in the Greystone  
Atrium, first floor

**Texas** Administration Offices, third floor

## Personal Property and Valuables

The CIA does not carry insurance covering the loss of, theft of, 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.

## 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' homeowners 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.

## 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.

## 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.

## 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](#). Click on the following link to locate the form: <https://dmv.ny.gov/forms/mv6641.pdf>

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.

## 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.

## Parking—NY

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

1. Commuter parking with a valid permit.
2. Residential student parking, north of the athletic fields.
3. Weekday parking in the two-tiered parking area, known as "Top 40," 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 "Top 40" 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.
4. Convenience parking areas, available near each of the residence halls for quick pickup and drop-off situations of 15 minutes or less. These spaces—printed with green lines for easy identification—are for everyone's convenience, so the time limit will be strictly enforced. Four-way hazard flashers must be used.
5. Weekend student parking—residential students may use the two-tiered parking area near the Student Commons, known as "Top 40," 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.
6. Commuter students may park in the McCann 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.

### 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

#### 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.

#### 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
<b>Total of four to five tickets:</b>	Student will be referred for disciplinary action  Student placed on parking contract by Student Affairs Office Student will be referred for additional disciplinary action
<b>Further violations (total of six tickets):</b>	Student vehicle may be immobilized* ("booted") or towed** \$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	Director of Campus Services and Assistant Director 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 the 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 Office of Residence Life in the Student Commons, room 221.

- 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 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 (Hudson, Angell, Pick-Herndon, 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. Bike racks are available outside residence halls.

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 freshman 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 CIA's committee is titled the Student Safety and Sexual Assault Awareness Committee and is under the supervision of the associate vice president and dean of student affairs and/or designee. The committee meets once 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 written for 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, classrooms, and kitchens.
3. In New York, skating is prohibited on Anton Plaza and Beverage Garden Plaza (formerly Heinz Plaza).
4. In California, skating is prohibited on the Herb Terrace.
5. Skating is prohibited on sidewalks.
6. Skateboards are prohibited inside all dining areas.
7. 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 (formerly Heinz 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—broken out by campus—are included for certain types of crimes that were 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/>  
[www.ciachef.edu/consumer-information](https://www.ciachef.edu/consumer-information)

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

**New York** William Carey, Director—Campus Safety  
**California** Jeremy Smith, Director—Campus Services  
**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 <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

### Center for Career and Academic Advising—NY

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. 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 provide assistance 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 are making a commitment the CIA considers extremely important. Students need to provide at least 48 hours' notice to cancel an interview appointment, barring extenuating circumstances.

## 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 the Center for 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 On-Campus Recruiting Opportunities

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 Services bulletin board. Career Networking Days are held in the fall, spring, and summer each academic year and On-Campus Recruiting is held on the third Thursday of every month.

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.

## 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.

## 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 very 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 particular needs of the student. Students and their therapist will discuss their concerns and come up with 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 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:

845-905-4241

**New York**

Student Commons Room 218  
707-967-2443

**California**

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.

Student 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  
210-223-7233

**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 our 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. Our disability support specialists are available to discuss students' specific needs in the classroom, kitchen, and residence hall. Reasonable accommodations may include readers, note-takers, priority seating, enlargement of notes, tape recording a lecture, books on CD, interpreters, testing accommodations, assistance with lifting, 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.

Students are responsible for initiating a request for services and remaining 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.

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

### Facial Hair Variance—Health-Related

If a student is unable to shave facial hair due to a health-related issue, written documentation from an off-campus medical provider must be submitted in order to obtain a variance letter. The student must carry the variance letter at all times and will require renewal as determined by Health Services staff. A student with a shaving variance may be required to wear a snood in order to enter or participate in food preparation and service locations. The student is responsible for obtaining their own snood as these will not be provided by Student Health Services. Medical documentation must be submitted to:

	<b>Submit medical documentation to:</b>	<b>Variance issued by:</b>
<b>New York</b>	Disability Services in the Library Learning Commons	Disability Services
<b>California</b>	Learning Strategies Center (LSC)	Disability Services
<b>Texas</b>	Learning Strategies Center (LSC)	Disability Services

## 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 \$20 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 chronic 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 or the manager-in-training 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 and charge all vaccine fees to the student's financial account.

The entire 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.

## Nurse Response Line—NY

The after-hours nurse triage line provides nursing medical services through a medical answering system when the Student Health Office is closed. Students can call 845-451-1261 to access this service. If students have a medical emergency and/or require ambulance transport, they should call the Safety Office at 845-451-1111.

## Facial Hair Variance—Health-Related

If a student is unable to shave facial hair due to a health-related issue, written documentation from an off-campus medical provider must be submitted in order to obtain a variance letter. The student must carry the variance letter at all times and will require renewal as determined by Health Services staff. A student with a shaving variance may be required to wear a snood in order to enter or participate in food preparation and service locations. The student is responsible for obtaining their own snood as these will not be provided by Student Health Services.

Medical documentation must be submitted to:

	<b>Submit medical documentation to:</b>	<b>Variance issued by:</b>
<b>New York</b>	Student Health Services, Roth Hall, ground floor	Student Affairs, Student Commons Room, 236
<b>California</b>	Learning Strategies Center (LSC)	LSC Manager
<b>Texas</b>	Learning Strategies Center (LSC)	LSC Administrator

## Health Insurance

The CIA **does not** provide medical health insurance to students. Students may purchase health insurance through an outside agency if they do not have individual insurance or are not covered by a family member's plan. Students should determine if their health insurance policy will cover them while attending any one of the CIA campuses. Please note that proof of health insurance is required for all

international students. The staff in the International Student Affairs Office can assist international students with obtaining coverage.

New York students taking the Global Cuisines and Cultures trip are encouraged to review insurance options and coverage through the CIA travel partner prior to visiting their destination.

**Secondary Student Accident Insurance**  
Effective August 12, 2019 the CIA carries secondary student accident insurance for physical accidents for injuries sustained while participating in scheduled, sponsored, or approved activities of the CIA within the United States. Students must first file a claim through their own insurance plan and then file the necessary paperwork with the CIA's secondary student accident insurance plan within 90 days of the accident. The benefit period for a claim is 52 weeks from the date of the accident.

*Note: The Student Accident Insurance policy does not cover medical expenses due to illness and is not intended to replace personal health insurance coverage.*

The following procedures outline the process to submit a claim:

1. Students can obtain a claim form from Health Services (NY campus) or CIA Main Menu (all U.S. campuses).
2. Students must file a claim through their own insurance plan first.
3. Students must report the claim to Zurich Accident Insurance Company within 90 days of the accident by completing and submitting the Blanket Accident Insurance Policy Proof of Covered Loss Form. Upon receiving either an Explanation of Benefits from their primary insurance provider or an itemized bill (if they do not have health insurance) students must complete the Zurich form and bring it to Julie Wolfe, executive assistant to the vice president of finance and administration, (Roth Hall S-342 at the New York campus or Julie.Wolfe@culinary.edu) for review and signature prior to submitting to Zurich.
4. Claims can be submitted using the following methods:

Mail:

Administrative Concepts, Inc.

994 Old Eagle School Road, Suite 1005

Wayne, PA 19087-1802

Phone: (888) 893-9229

Fax: (610) 293-9299

Website: [www.visit-aci.com](http://www.visit-aci.com)

*Please note: The Finance Office will not be responsible for completing the student accident form or obtaining copies of medical bills. Students will deal directly with Zurich Accident Insurance Company.*

### 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 an off-campus medical provider to return to class at full duty without restrictions. If a student needs temporary accommodations, they are instructed to coordinate with the Learning Strategies Center staff on their campus. If an extension is needed following a term of temporary accommodations, 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*. Please present the healthcare provider's medical clearance to Student Health Services in New York and the on-campus Learning Strategies Center staff for reference.

### On-Campus Employment

Various departments at the CIA hire student workers for employment. If students are interested in working on campus (either through the Federal Work-Study program or not), they must submit an employment application through the student job board. Instructions are available on the Student Employment page of CIA Main Menu. Campus employment is not guaranteed.

In order to participate in on-campus employment, students must complete a registration process that includes completing a W-4 and I-9 form. The I-9 form, required by the U.S. Department of Homeland Security, establishes eligibility to work in the United States, and requires students to present original documentation to verify their eligibility. Students at the New York campus must visit the Student Employment Office to complete their registration after they have applied online. Students at the California campus should visit the Administration Office for assistance with their registration. Students at the Texas campus should visit the Student Services Office for assistance with their registration.

Once the registration process is complete and students begin working, they should speak with their supervisor to ensure proper payment, including use and location of time clocks.

Direct deposit is available to student employees. If students choose to sign up for direct deposit, they must provide bank information such as routing and account numbers. If students opt not to participate in direct deposit, their paychecks will be delivered to their campus mailbox (New York students) or the Administration Office (California students) or the Student Services Office (Texas students).

For further information, call:

**New York** 845-451-1364

**California** 707-967-2340

**Texas** 210-554-6451

## Student Financial and Registration Services

### Financial Aid

Financing education is a primary concern during a student's CIA career. The following information will help students to understand the eligibility requirements and where to find more information.

#### Continued Aid Eligibility

Students must reapply for financial aid each school year by filing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The CIA's federal code is 007304. Students selected for verification will be asked to

provide additional information to the Student Financial and Registration Services (SFRS) Office such as official IRS transcripts of the federal tax returns. Incoming students will automatically be considered for CIA merit-based aid through the admissions process.

The CIA has a FAFSA priority deadline of January 1. Students who file by this date will be processed first and given priority for institutional and federal campus-based funds. Students also need to make satisfactory academic progress, as determined by the registrar, in order for aid to continue. If make-up course work is required before starting a new semester, financial aid will not be awarded for the new semester until the course work has been completed and the registrar determines the student's eligibility to start the new semester. There is no federal, state, or CIA aid offered for the costs of making up courses.

#### Student Eligibility Responsibility

To be eligible for federal or state financial aid, students must not owe repayment on a federal or state grant or be in default on any guaranteed/ federally insured student loan. Also, students must be making satisfactory progress in the academic program (see Satisfactory Academic Progress in the Financial Aid section of the CIA *Academic Catalog*).

#### Aid Suspension Due to Drug Conviction

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

If students have lost their federal student aid eligibility because of drug conviction, they can regain eligibility if they successfully complete a qualified drug rehabilitation program or pass two unannounced drug tests administered by such a program. Students may also regain their eligibility if their conviction is reversed, set aside, or removed

from their record so that fewer than two convictions for sale, or three convictions for possession, remain on their record.

## Financial Aid Programs

For more information about federal, state, and CIA aid, including award descriptions, please refer to the Financial Aid section of the CIA *Academic Catalog*.

## Grants and Scholarships for Enrolled Students

Throughout the year, many organizations generously offer scholarship assistance to students enrolled at the CIA. More than \$4 million was awarded in donated scholarship funds last year.

Criteria and application procedures vary, and are listed on the \$HEF site at [ciachef.academicworks.com](http://ciachef.academicworks.com). CIA students are encouraged to check this site often to learn of possible new scholarship opportunities that become available throughout the year.

## How Need is Determined

When students file their FAFSA, the U.S. Department of Education determines their expected family contribution (EFC). Need is calculated by subtracting their EFC from the cost of attendance (COA).

## Cost of Attendance

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

Keep in mind that SFRS can only award an amount of aid equal to or less than a student's associated cost of attendance budget. If student have questions

regarding their budget, would like consultation in planning their budget, or would like a copy of the cost of attendance, please contact SFRS.

## Emergency Loan Program—NY

In an emergency, students may borrow up to \$150 in an interest-free loan from The Culinary Institute's Emergency Loan Program. Inquiries should be made to SFRS.

## Loan Repayment

All loans taken out to finance a student's education must be paid in full and in a timely manner. Failure to repay loan(s) will affect the student's credit rating and ability to use federal funding in the future. Upon graduation or otherwise exiting the CIA, student borrowers will be given information on loan repayment terms and conditions.

The CIA is dedicated to keeping costs to students as low as possible while maintaining the high quality of its programs, services, and facilities. Student account and payment policies for the CIA campuses in the United States for 2021–2022 begin below.

## Privacy and Student Accounts

Information about a student's bill is private and will not be disclosed to anyone unless the student grants us permission. Therefore, if a student wishes us to discuss finances with family members, the student must be sure to submit a Consent to Release Form. This form is available in any student services office or can be downloaded from CIA Main Menu under documents on the Student Financial and Registration Services (SFRS) page.

### Payment Policy

Tuition and fees (including room and board), less any pending financial aid, must be paid in full 30 days prior to the start of any new semester. Students using financial aid to cover their balance must have all required documents submitted and loan approvals in place 30 days prior to the start of any new semester. Failure to pay may result in deregistration and late payment fees. Payment will be considered late after five days.

Students will be allowed to register for a future term as long as all completed prior terms are paid in full and the current term balance, less any pending payments on a college-approved payment plan, is less than \$500.

Students will not be allowed to attend classes in a new semester with a balance on any prior term. Miscellaneous charges that may be assessed will be payable within 30 days after they are invoiced. Failure to pay these may result in late fees and deregistration.

Students with an unpaid balance will not receive any guest tickets to their graduation ceremonies.

### **Financial Clearance and Registration for Classes**

Registration for classes takes place prior to the start of each semester. Registration for classes does not guarantee your attendance. If your balance is not paid according to the college's payment policy, you will be placed on a financial hold that will prevent you from registering for your next term or have your future registration canceled. To remove this hold, payment in full must be made or a CIA-approved payment plan must be in place. Please see your student financial planner to make payment arrangements. Those students who have met their financial obligations will have the financial holds removed. Balance not paid in accordance with due dates are subject to late fees.

### **Payment Options**

The Culinary Institute of America, in partnership with TouchNet and PayPath, offers online one-time payments and monthly payment plan options for your student account. These are the only approved payment plans and they must be in place prior to any required payment due date. This partnership provides improved security compliance and certifications requirements that ensure the protection of sensitive and personal consumer data. It enables students and/or parents to pay tuition and fees by electronic check (ACH) or by credit/debit card via the student portal. The payment process is fast, easy, and secure.

International students can make online payments via the Pay My Tuition system. This system allows you to make a payment with your countries currency and

works to provide you the best currency conversion rates. To make a payment through Pay My Tuition, please go to your CIA Main Menu and then click on View and Pay My Account (for International students). From there you will enter the Pay My Tuition system and can proceed to make a payment.

### **Payment Plans**

The college offers payment choices to help students afford their college expenses. Students can spread the cost of tuition and fees over a term by enrolling in a tuition payment plan via the TouchNet online system. Students will find a link to View and Pay Account below the Self-Service Menu on the student portal (CIA Main Menu). For more information, students should go to Quick Links on the Student Financial and Registration Services (SFRS) page of CIA Main Menu or contact the office at SFRS@culinary.edu or 845-451-1500.

### **Payment Method and Service Fees**

There is a 2.85% service fee (\$3.00 minimum) for payments made via most major credit/debit cards. This fee is not charged by or paid to the CIA; the CIA does not keep any of these fees, therefore they cannot be waived and are non-refundable.

There is NO service fee for payments made via electronic checks (ACH).

One time payments made by cash, personal check, and cashier's check may still be processed at the SFRS office in person or by mail for no additional charge. Credit cards for tuition payments will not be taken at SFRS.

To pay by mail, send to: Student Financial and Registration Services, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.

In-person payment should be directed to:

**New York** SFRS—Admissions Center, second floor

**California** SFRS, Education Office, third floor

**Texas** Student Services Manager, Student Services Center (SSC)

### **Tuition Deposits**

All entering undergraduate students, graduate, and certificate students are required to pay a \$300 advance deposit. Deposits are due based on the

below schedule or 30 days after the offer of admissions, if after original due date. Deposits are non-refundable and cannot be transferred to future terms.

Students starting in Fall (September), deposits are due May 1st.

Students starting in Spring (January), deposits are due October 15th.

Students starting in Summer (April/May), deposits are due February 15th.

### **Financial Aid and Student Accounts**

There are two types of financial aid credits on student accounts—a pending credit and an actual credit. A pending credit is money to expect but which has not yet been received by the college. An actual credit is money that has been disbursed to student accounts. Both pending and actual credits reduce the balance due on a student account. Aid will not be disbursed to student accounts until after the add/drop period of the semester; as a convenience, we post a pending credit to student accounts when we bill each new semester.

If there is no expected pending financial aid credit on a student account, it is often because the student did not apply for financial aid on time. It takes time to process a financial aid application—especially in cases involving alternative educational loans—so students should be sure to meet all the deadlines. We will not remove any late charges on student accounts simply because students did not file for financial aid on time. Students can check the status of their financial aid on CIA Main Menu, the student portal.

### **Past Due Balances**

Students with balances from prior semesters will not be allowed to register, receive a transcript, or have a degree conferred. Payments will be considered late after five days, and students will be assessed a \$150 late fee and a financial hold will be placed on their registration record. Students must keep their account current or their enrollment may be terminated. Should a student cease to attend for any reason, the date of delinquency for unpaid charges

will be based on the last semester attended and will be determined to be the month and year that represents the end of that semester.

### **What Will Happen If a Student "Bounces" a Check?**

If the bank does not honor a student's check for any reason (insufficient funds, stop payment, etc.), a fee of \$60 will be assessed and automatically charged to the student's account. Restitution of the check will be expected immediately.

### **What If Students Have Questions About Their Bill?**

All billing inquiries or errors should be directed to Student Financial and Registration Services by e-mailing [sfrs@culinary.edu](mailto:sfrs@culinary.edu). Students can access their account on CIA Main Menu under the View and Pay Account tab. All e-mail correspondence to SFRS must be sent from their CIA e-mail address.

### **When Can Students Get Their Refund?**

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

- eRefunds—Those students who sign up for eRefunds will have their refunds deposited directly into their bank account
- Registered student, New York campus—Check will be available for pickup in SFRS
- Registered student, California campus—Check will be available for pickup in the Education Office
- Registered student, Texas Campus—Check will be sent via mail to permanent address
- Students who are doing a concentration at another campus will have their check mailed to their permanent address

All other refunds will be mailed to the permanent address. For faster refunds, students are encouraged to sign up for eRefunds by following the link to TouchNet on CIA Main Menu under the View and Pay Account tab. TouchNet provides a secure, convenient, and confidential way to store banking information.

Note that the law requires that any excess PLUS funds be returned to the parent. If a school determines that PLUS funds created a credit balance, the credit balance would have to be given to the parent. The CIA will refund the parent when the PLUS is the only payment on the account and the PLUS disbursement is more than the student's institutional charges. If students have any questions about the availability of their refund, they should contact SFRS.

## Cancellation Policy

### New York Campus

A full refund will be made to any student who cancels enrollment prior to or within the first week of classes, except that the college will charge a \$100 cancellation fee.

### California Campus

Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time, and students have the right to receive a pro rata refund if they have completed 60% or fewer of the scheduled class days in the current payment period of their program, as calculated through their last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Admissions Department, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538.

- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the enrollment agreement is cancelled, the school will refund the student any money the student has paid, less a cancellation fee of \$100, less any

deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### Texas Campus

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## Withdrawal Refund Policy

### Withdrawal Refund Policy—NY

The date of determination of a student's official withdrawal is based on the date the college is provided official notice of withdrawal. Suspension for any reason is considered a withdrawal. The actual date of withdrawal for Return of Title IV or for Unofficial Withdrawal purposes will be based on the last class day or the best available academic information.

### Tuition and General Fee Refund—NY

If a student withdraws or is suspended after the semester begins, the student will be refunded a percentage of tuition and general fees, as shown on the following chart:

Withdrawal Date	Amount of Refund
1–7 calendar days	100%
8–14 calendar days	85%
15–21 calendar days	50%
After 21 calendar days	No Refund

### Withdrawal Refund Policy—CA

Students may withdraw from the CIA at any time after the cancellation period described in the Cancellation Policy and receive a pro rata refund if they have completed 60% or fewer of the scheduled class days in the current payment period in their program through the last day of attendance. The refund will be less registration fee or an

administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. New, unused equipment may be returned to the college's student affairs assistant within 20 days of withdrawal for credit to the student account.

#### **Tuition and General Fee Refunds—CA**

If a student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

- The student notifies the CIA of the student's withdrawal or the date the student plans to withdraw, whichever is later.
- The CIA terminates the student's enrollment for failure to maintain satisfactory academic progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the CIA.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), prior to withdrawal.

#### **Withdrawal Refund Policy—TX**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the earliest of the following:

- The last date of attendance, if the student is terminated by the college,
  - The date of receipt of written notice from the student, or
  - 10 school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the college, not more than \$100 in any administrative fees charged shall be retained by the college for the entire program.
  4. If a student enters a program and withdraws or is otherwise terminated after the cancellation period, the college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged. Students may not collect a refund if they have completed 75 percent or more of the total number of hours in the portion of the program for which they have been charged on the effective date of termination.<sup>1</sup>
  5. Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the college can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
  6. A student who withdraws for a reason unrelated to his or her academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and be permitted to re-enroll in the course or program during the

12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  1. An enrollee is not accepted by the college,
  2. The course of instruction is discontinued by the college and this prevents the student from completing the course, or
  3. The student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the college, or representations by the owner or representatives of the college.

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

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

program, but only if the instructor or instructors of the program determine that the student has:

4. Satisfactorily completed at least 90 percent of the required coursework for the program; and
  5. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
2. The payment of refunds will be completed once the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

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

#### **Cancellation and Withdrawal from Travel Programs—NY**

Regardless of the reason for cancellation, students who fail to cancel their travel reservation by the published deadlines will be responsible for cancellation costs as set forth by the terms and conditions of the current travel provider.

#### **Cancellation and Withdrawal from Concentration Programs—NY**

Regardless of the reason, students who withdraw from or transfer their enrollment in a concentration that includes a semester away at a domestic or international location less than 90 days prior to the assigned semester-away term will incur a fee of \$350, as set forth by the terms and conditions of The Culinary Institute of America.

#### **Residence Hall Fee Refunds—NY & CA**

Housing cancellations must be submitted in writing to the Residence Life Office 30 days prior to the semester start date. Applicants who fail to cancel 30 days prior to the semester start date or fail to occupy their assigned room will be subject to a \$175 cancellation fee.

Students withdrawing or suspended for any reason will be refunded a percentage of their residence hall charges as shown in the following chart:

Room Exit Date	Amount of Refund
Prior to the start of the first semester	100%
1–14 calendar days of the semester	80%
After 14 calendar days of the semester	No Refund

### Board Fee Refunds—NY & CA

Board fees are refundable on the same schedule as residence halls.

### Additional Refund Information

The CIA will credit a student account any tuition due as indicated above, and will pay any balance due to the student from unliquidated tuition deposits within 30 days of the date the college determined the withdrawal. New, unused equipment may be returned to the college's Central Issue Department within 20 days of withdrawal for credit to student accounts. Uniforms that have been embroidered with student names may not be returned.

### Treatment of Title IV Aid When a Student Withdraws

The law specifies how the college must determine the amount of Title IV program assistance students earn if students withdraw from school. The Title IV programs covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS, Federal Supplemental Educational Opportunity Grants (SEOGs), and Federal Perkins Loans.

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

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

If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so that they don't incur additional debt. The college may automatically use all or a portion of a student's post-withdrawal disbursement—including loan funds, if accepted—for tuition fees and room and board charges (as contracted with the college). For other college charges, the college needs a student's permission to use the post-withdrawal disbursement. If students do not give permission (which some colleges ask for upon enrollment), they will be offered the funds. However, it may be in a student's best interest to allow the college to keep the funds to reduce debt.

There are some Title IV funds that students were scheduled to receive that cannot be earned once they withdraw because of other eligibility requirements.

For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not earn any Direct Loan funds that would have been received had the student remained enrolled past the 30th day.

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

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

The college must return this amount even if it wasn't kept in the student's Title IV program funds. If the college is not required to return all of the excess funds, students are responsible for returning the remaining amount. If students have any loan funds that must be returned, the student (or their parent for a PLUS loan) must repay them in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

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

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

If students have questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on "Student Aid on the Web" at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

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

## Fees That May Be Assessed

The following fees could appear on student bills:

### Dining Gold Points—NY:

PLUS (Additional 325 points)	\$290
Ultimate (Additional 675 points)	\$580
Commuter Parking Fee	\$100
ID card replacement	\$15
Incomplete medical requirement(s) fee	\$200
Late payment fee	\$150
Late registration fee	\$150
Externship Re-registration Fee	\$150
Graduation Fee	\$300
Practical, Costing & ServSafe Exams Retake Fee	\$100
Part-time and overload—per credit	\$1036
Practical & Costing Exams No Show Fee	\$150
Library fine for non-returned book	\$300
Library late fine	\$2
Lost or unreturned mailbox key	\$25

### Parking fines:

fire zone violation	\$50
handicap/medical zone violation	\$50
moving traffic violation	\$75
non-registration	\$50
removal of immobilizer ("boot")	\$100
towing by outside company	current rate for towing

Physician assistant consultation fee \$15

### Residence hall fines/fees—NY & CA:

cancellation fee	\$175
failure to set up checkout appointment or complete checkout procedure fee	\$50
failure to return issued or loaned room key, lost key (cost per key) fee	\$50
illegal appliance fine	\$25
lock change fee	\$50
lock-out service fee	\$15-\$50
pets fine	\$25
unauthorized room change (including switching sides) fee	\$100
failure to clean MicroFridge	\$50
room damage or cleaning fee	\$25-\$200
damage to MicroFridge fee	\$100-\$200
failed room inspection fee	\$50-\$150
Returned check fee	\$60
Skills Remediation fee	\$60

Smoking in unauthorized outdoor location fine \$50

Transcript copy	\$10
Tuition cancellation fee	\$100
Tuition Payment Plan enrollment fee	\$60

## Student Tuition Recovery Fund (STRF) Fee—CA

For students who enroll after January 2015, the fee is \$0 (zero) per \$1,000 of institutional charges. The STRF rate is subject to change based on the balance in the STRF account.

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the California Bureau of Private Postsecondary Education:

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

1. You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

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

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

## Technology on Campus

### 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 8 and newer, or Apples macOS 10.14 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.

## Student Help Desk

Support for student-owned computers is offered at the Student Help Desk located at the Hilton Computer Center in Hilton 209. The Student Help Desk is available to assist students in connecting to the wireless network, preventing and removing virus/spyware infection, and answering any other technology-related questions they may have. For more information, see the Student ITS page on CIA Main Menu at Information Technology Services—Hyde Park, located under Campus Resources.

## Student Computer Labs

If students do not have their own computer, there are more than 200 PCs in 12 labs available for student use. Software applications installed include MS Office, ESHA Food Processor, Micros POS, and language learning software. Many of these labs are equipped with black-and-white and color laser printers and scanners.

### New York

Individual tutoring sessions are also available. Computer lab locations include Conrad N. Hilton Lab\*, Conrad N. Hilton Library reference area\*, St. Andrew's Lab\*\*, BPS Computer Lab\*, Betty Axleroad Language Lab\*, Career Services Placement Lab, Library Learning Commons, and residence halls\*\*. For more information, visit the Student Computer Labs page on CIA Main Menu, at the

Resources tab of the Information Technology Services—Hyde Park page, located under Campus Resources.

*\*Printing available*

*\*\*Ginger Lodge Residence Hall and St. Andrew's Labs have 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.

Hilton Lab hours can be found in the Navigating the Campus section of this handbook. If students have questions regarding lab hours or services provided, they can call the student computer lab specialist at 845-451-1746 or contact the Student ITS Help Desk. 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, visit the "Student Labs" Tab at the Information Technology (ITS) page of the CIA Main Menu, located under STUDENT SERVICES AND SUPPORT.

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 also provides services such as printing. For more information, visit the "Student Labs" Tab at the Information Technology (ITS) page of the CIA Main Menu, located under STUDENT SERVICES AND SUPPORT.

### Texas

## 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 Main Menu Mobile App

The CIA Main Menu Mobile App is EllucianGo. Download the app from the App Store or Google Play and search for "The Culinary Institute of America". Campus information is available to anyone with the app. Sign in with your CIA Main Menu credentials for access to grades, course schedule, and more.

### 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 above.

### 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.symphlicity.com>.

## Campus Life

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.

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### Student Affairs Division and Staff

The staff of Student Affairs is 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, so feel free to come in and see us if any issue arises. The following offices and staff will assist students with student affairs needs at each campus

Student Affairs Office, Student Commons, Room 236

Residence Life Office, Student Commons, Room 221

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

**New York** Student Health Services, Roth Hall, lower level

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

International Student Affairs, Student Commons, Room 200

Student Affairs Assistant

Residence Life and Housing Coordinator

**California** Assistant Dean—Student Affairs

Student Life Coordinator

Student Services Manager  
**Texas** Associate Dean—Degree Programs  
 Managing Director  
**Singapore** Management Support Officer

## Student Affairs Mission

Student Affairs is dedicated to encouraging individual growth and development both in and out of the classroom. We strive to provide a holistic educational experience so students can become more self-actualized, leading to balance, ethical conduct, and responsible citizenry. 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 act 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:

Associate Vice President—Dean of Student Affairs  
 Associate Dean—Student Affairs and Residence Life  
**New York** Associate Dean—Campus Life and Student Development  
 Assistant Dean—Student Conduct  
 Executive Assistant  
**California** Assistant Dean—Student Affairs  
 Managing Director  
**Texas** Student Services Manager

## Group Leaders

Group leaders are among the most important pieces of the education system at the CIA. Elected during freshman year and then once again after externship, group leaders act 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, 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.

## Orientation

All degree students participate in an orientation. Individual sessions are geared to help students understand the policies and procedures of the CIA, as well as all the educational resources to help students become a successful student. During this time current students serving in the role of Orientation Leaders will be available to assist new students with their transition to the CIA. Students will also be afforded the opportunity to become familiar with their culinary kitchen or baking and pastry bakeshop and the beginnings of their curriculum. For more information on how to become an Orientation Leader, contact The Assistant Director for Student Life 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.

## 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 Affairs Office, Student Commons,  
Room 200

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

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

Phone: 845-451-1534/1531

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 your 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.

All international students studying at the CIA must have medical insurance to ensure that they have access to health care in case of illness or injury while they are studying in the U.S. Proof of medical insurance will be provided to Health Services and International Student Affairs as a part of the enrollment and registration processes, respectively. Below are a few companies that offer medical insurance tailored for international students. We encourage students to consider their medical needs and history when choosing the plan that will best meet their needs.

Med Choice International:  
[www.medchoicehealth.com](http://www.medchoicehealth.com)

PGH Global/United Healthcare:  
[www.pghstudent.com](http://www.pghstudent.com)

Collegiate Care: [www.insubuy.com/collegiate-care-insurance](http://www.insubuy.com/collegiate-care-insurance)

ISO Student Health: [www.isoa.org](http://www.isoa.org)

USI Study USA: [www.my.travelinsure.com/studyusa](http://www.my.travelinsure.com/studyusa)

Harbour Group: [www.hginsurance.com](http://www.hginsurance.com)

### **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.

## 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 Veterans Association and Auxiliary student organization 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:

**New York** [www.hudsonvalley.va.gov](http://www.hudsonvalley.va.gov)

**California** <http://www.countyofnapa.org/Pages/DepartmentContent.aspx?id=4294970718>  
**Texas** [www.southtexas.va.gov](http://www.southtexas.va.gov)

The Veterans Services 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.

## Student Commons—NY

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 in a game on either of our two racquetball courts. Students will also find various aerobic and fitness programs such as: Spinning<sup>®</sup>, cardio firm, zumba, yoga, and much more. Swim a few laps in the six-lane pool or pump iron with the free weights or resistance machines in the fitness room. The Student Commons also has a game room, 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.

### Rec Center Staff

Four professional staff members oversee and supervise the sports and activities at the Student Commons with the help of a student staff. They gladly assist students in achieving their fitness and recreational goals.

### Intercollegiate Athletics

There are currently four intercollegiate sports programs offered in soccer, basketball, tennis, and volleyball. The CIA competes in the Hudson Valley Intercollegiate Athletic Conference (HVIAC), which includes teams from similar-sized colleges in the Northeast, from Pottersville (north) to Long Island (south) to Syracuse (west). If students are interested in an intercollegiate sport, contact any professional member of the Student Recreation Center or Campus Life staff.

### 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, weight lifting, and Kan Jam. Inquire at the front desk for information on sports schedules and seasonal offerings.

### Outdoor Facilities

Our outdoor athletic and recreational facilities include softball and soccer fields as well as two tennis courts.

## Student Activities Office—NY

The Student Activities Office, located in the Student Commons (behind the Main Desk), 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.

## 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. The following clubs were active at the time of publication:

- Art Club
- Bacchus Wine Society
- Baking & Pastry Arts Society
- Black Culinarian Society
- Coscious Palatte
- Culinary Christian Fellowship
- Diversity Club
- Menus of Change Club
- Hospitality Management Club
- Jewish Student Union
- Judiciary Board
- SAGA (Alliance)
- Student Government Association
- SPICE (Student Programming Igniting Campus Entertainment)
- Student Veteran Association
- Table Top Gaming Club
- Whiskey Club (Pending Club)

To join one of these organizations, or if students are interested in forming a new club, please contact the Student Activities Office at 845-451-1400.

## Student Government Association—NY

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 on Wednesdays at 9:15 p.m. 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
- Senior Senators (2)
- Junior Senators (2)
- Sophomore Senators (2)
- Freshman Senators (2)

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

- Student Representatives (3)
- Secretary
- Public Relations Manager

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

## 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 stop by a meeting every third Thursday of the month at 9:30 p.m. in the Student Commons multi-purpose room, or call 845-451-1400 to get more information.

## Bulletin Boards—NY

If students would like to display CIA event or club notices, the SRC staff will facilitate the posting of materials on:

1. Any bulletin board in Roth Hall.
2. Bulletin boards in the Student Recreation Center

Notices posted on the bulletin boards in the residence halls must be approved through the Residence Life Office.

Any "for sale/for rent" advertisements may be posted on the mailroom bulletin board.

Bulletin boards are available for student notices and are located in the mailroom area. Do not fasten notices to windows, doors, moldings, woodwork, or walls.

Posters can't be larger than 11 inches by 17 inches and must clearly state the sponsoring organization of the event or message. Contact the Student Activities Office for additional information and policies related to advertising materials on campus and guidelines for campaigning in student elections.

## Student Activities—CA

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 once every three weeks on Monday evening 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. The following clubs were active at the time of publication:

- International Student Club
- La Chef
- The Outdoor Adventure Club
- PRIDE Club
- Veterans Support
- Wine Club
- Yoga Club

## Organizing a Student Event—CA

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 student life coordinator in the Education Office for more information.

## Student Clubs—TX

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.

## Campus Activities—TX

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.

## Living on Campus

- Residence Life Staff
- Residence Hall License Agreement
- Room Cost
- Housing Application and Priority Deadline
- Revocation of Housing Privileges
- Room Assignments
- Alternate Living Option - NY
- Quiet Living Community Option - NY
- Housing Accommodations Policy and Procedures
- Gender Inclusive Housing Accommodations
- Room Changes
- Intersessions
- Intersession Housing
- Roommate Consolidation
- Room Condition
- MicroFridge
- Room Furnishings
- Checkout Procedure
- Housekeeping and Maintenance Requests
- Entering Policy
- Room Search Procedures
- Courtesy Hours/Quiet Hours
- Guests
- Residence Hall Fire Safety
- Emergency Evacuation Procedures for Residence Halls
- Registered Sex Offenders
- Off-Campus Housing

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.

## Residence Life Staff

The Residence Life staff will help the CIA feel like home. Staff members are responsible for promoting positive community life in the halls. Each staff member has a wide range of skills and responsibilities, including individual counseling, 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, both on and off campus, 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 their office hours are posted outside the office. Residence directors and area coordinators work a rotating schedule, 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 Residence Life 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 Residence Life 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 coordinator's 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/).

## 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. 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 Residence Life. Residents who wish to be released from this commitment must apply for a release from the Residence Life 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 Residence Life 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.

## 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 go into effect July 1st of each year. The Tuition and Fees page of the CIA website provides the most up-to-date room cost information.

## 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 freshmen, as well as each time a room is vacated with plans to return to any campus location, specifically for students who are:

1. returning from externship
2. returning to campus from a leave or withdrawal
3. incoming bachelor's students starting junior year
4. requiring and/or returning to campus housing for a semester away for a concentration
5. moving on campus from off campus
6. returning to campus following summer intersession

All housing applications must be received by the priority deadline of 60 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.

## 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 175 students on campus. In addition to the buildings on the California campus, the CIA rents houses and apartments in the community for student housing provided in a CIA-controlled environment.

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. Accommodations are 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 two weeks 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.

## Alternate Living Option—NY

If an alcohol/substance-free environment is a top priority, students may elect to live in Hudson 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 Residence Life Office at 845-451-1260.

## 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 of 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.

## 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. Accommodations are determined on a case-by-case basis, according to documented need and prevailing standards for reasonable accommodations. When requesting a 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. 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.

Students must follow these procedures to ensure their request is accepted and reviewed:

1. Complete the Housing application required by the Office of Residence Life via CIA Main Menu.
2. The Housing Accommodation form must be completed and submitted for each active housing application. Approval for a 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.
  1. Priority deadlines are approximately 60 days prior to the start of the semester in which the student would need housing. Approximate priority deadlines for start dates are:
    1. Spring: November 4
    2. Summer: February 26
    3. Fall: July 6
3. 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:
  1. A description of the accommodation that the clinician recommends be provided and for how long it will be needed.
  2. A description of the disability that gives rise to the accommodation being requested.
  3. An explanation of why the accommodation being requested is needed, based on that disability.
  4. How long the clinician has treated the individual for the disability for which the accommodation is requested.
  5. Any limitations as they relate to the accommodations requested.
  6. The clinician's address, area of specialty, signature, and date of signature.

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 a 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 a 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 of 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 an accommodation does not guarantee an available room. All room assignments are made based on availability. The disability support specialist may also make recommendations for accommodations that are not treated the same as required accommodations.

## 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 cat or dog 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 (including a dog or cat) 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. 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. Properly 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 damages 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.

## 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.

Upon request, Residence Life will make every effort to assign first-semester or transfer students who identify as a gender different than their sex at birth to a single-occupancy room for a maximum of 15 weeks. This timeframe gives students the ability to acclimate to the CIA, build relationships, and identify a potential roommate. After this time frame students will need to move to a double-occupancy room with their mutually requested roommate. The CIA has a limited number of single-occupancy rooms available. If a single-occupancy room is not available, the requesting student may need to be flexible with the planned start date.

Romantic couples of any orientation are strongly discouraged from living together as it could take up to 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 up to 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 CIA Office of Residence Life will fill the vacancy with:

1. any student who indicates they will live in GIH
2. assign a student of the same legal sex
3. 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 Office of Residence Life 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. Ultimately, it is the student's choice to communicate with family.

## 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 act as a mediator.

## 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 won't 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 MainMenu 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 Hudson Hall on the New York campus, students may not request to move out of Hudson 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 Hudson Hall.

## Intersessions

During the spring and winter intersessions, the residence halls and CIA-controlled housing will be closed and students will be expected to leave campus. The halls will be locked and secured, and students won't 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.

Every effort will be made to protect personal property, but the CIA cannot be responsible for loss or damage. 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.

During summer intersessions, students are required to fully vacate their rooms and remove all personal belongings. Students returning to campus following summer intersession will need to complete a new housing application and participate in the room selection process.

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 and Campus Safety 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

A student who experiences a short-term break of no more than six weeks between class registrations or degree offerings may request intersession housing. Housing charges will be a prorated cost depending on the room type and building location. Typically there is no difference in cost whether students reside on campus or store their belongings in the room unless authorized by Residence Life prior to intersession. 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. In most cases, students who requests intersession housing will remain in their current room for the duration of the intersession. 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 with no more than six demerits
- 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.

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.

## 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 more "green" by saving electricity, water, heating, and air conditioning costs.

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

## 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 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 its 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.

Additional furniture requests must also be approved by the Supervisor—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:

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 Hudson, 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.

**New York** 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.

**California**

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. Student should refer to Residence Hall Fire Safety regarding items that may or may not be permitted in a room.

## 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 a cell phone 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 the 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 essentially 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 at 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 clean out the refrigerator and microwave. There is a \$50 fine for not defrosting and cleaning out the unit.

## Resident Responsibility

**Responsibility for Personal Property:** The CIA doesn't 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. Students should be aware that, like any residential facility, at times pipes break, air conditioners malfunction, or other facility-related concerns may arise. Students should take steps to secure their property, including but not limited to: locking their residence hall room door, promptly retrieving their laundry, labeling items stored in a refrigerator, registering their bicycle with the Residence Life Office, ensuring valuable items are not stored on the floor, and reporting damage or theft to Campus Safety. The CIA recommends students purchase their own renters insurance policy if other family insurance policies such as a home-owner's policy does not cover student property while residing on campus. There are several resources available to students to protect their personal property for 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.

## 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, suite key, locker key), and signing the Room Condition Agreement accepting responsibility for any damages and/or charges. Students must properly clean their room and remove all personal items, trash, and/or recyclables before the on-site room inspection. New York students are expected to check out by 9 a.m. for residence hall closings during spring (April—CA and NY bachelor's students only), summer (August), or winter (December) breaks. At other times of the year, New York students must check out by 10 a.m. on the day following their graduation, or completion of their last class prior to externship, or the date they stop attending assigned classes. California students must check out between 9 a.m. and noon on the day following their graduation, or completion of their last class prior to externship, or the date they stop attending assigned classes.

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
\$25-\$200	Damage or cleaning fee (including trash removal)

The maximum fine for failing to follow checkout procedures is \$300.

## Services and Facilities

### Services and Facilities—NY

Each residence hall has a lounge equipped with a large-screen television, lounge furniture, and 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 Pick/Herndon, Angell, Rosenthal, and Hudson Halls are available for student use to prepare personal meals or to practice culinary arts skills. Typically they are open from 9 a.m. to midnight seven days a week, except when special events are in progress. Hours of operation are posted and are subject to change. The kitchens are equipped with appliances. 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 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. Residents of lodges and townhouses have common kitchens subject to the same rules of use and cleanup. The lodge kitchens close at midnight. 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. 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 Wifi 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. 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 holds regular sanitation inspections to ensure cleanliness standards are upheld by the residents.

## Telephones and Television Services

Campus Safety, the Student Affairs Office, and the Residence Life Office handle emergency calls for students; however, they're not equipped to handle 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.

Wifi 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 wifi.

## 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 don't 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 Residence Life 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.

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.

## 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's 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 up to \$150. MicroFridges may also be opened and inspected in any room where staff is already responding to suspected violations of the campus Alcohol 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.

## 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.

## 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 shouldn't 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

## Guests

Occasional overnight guests are permitted with written permission from the Residence Life Office, residence director/area coordinator, or Campus Safety. Students must be present on campus when they have guests. Visitors are

expected to follow all campus regulations including, but not limited to Student Code of Conduct and campus parking guidelines. Students are responsible for any damages 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. 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. Guests may be 16 or 17 years of age if they are members of a student's immediate family. Proof of relationship is required, and three days notice must be provided to the hall's Residence Director prior to approval. Students may have a registered overnight guest in their room twice per semester, each time for a maximum three-day visit. Overnight guest registration must be completed 24 hours in advance through the Residence Life Portal accessed through the CIA Main Menu. The Residence Director or Area Coordinator of the building will approve the registered overnight guest. It is best practice to inform all roommates of any overnight guests 24 hours in advance of their stay. 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. Excessive stays by daytime guests may be subject to the approval and permission of residence life staff. Guests are not permitted to remain in the host's room when the host is not present.

## 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 fish bowl (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.

## 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's 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.

## 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.

**Bicycles:** Students may keep a bicycle in their room as long as it doesn't block egress or access. Bike racks are available outside residence halls.

**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 through the room.

**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).

**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) 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, Facilities Management, or Safety staffs.

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

**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:** All furniture and furnishings are provided by the CIA and may not be moved or rearranged to restrict egress without the express permission of the Residence Life staff member. Wardrobes in Hudson 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 with a label indicating it meets 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 due to problems of water damage and weight. In New York, wardrobes in Hudson 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 are not permitted to 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 in the residence halls.

**Maximum Occupancy/Visitation:** No more than 10 people, including residents, may be present in a room (12 in a suite in the lodges and eight in a townhouse) at any time due to fire code regulations and the possibility of creating a noise problem.

**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 rooms and common areas. Smoking is permitted only in designated smoking gazebos. This includes the use of electronic cigarettes and vaporizers. Smoking in a residence hall room may result in fines up to \$200 and loss of housing privileges.

**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.

**Cooking exhaust hoods:** Exhaust hoods must be always operational when cooking is in progress. Failure to use an exhaust hood when cooking could result in disciplinary action.

## 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 activates, 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.
- Don't 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 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 out of 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 tells 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.

## 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.

## Off-Campus Housing

The college also maintains an off-campus housing listing with search features provided by Places4Students.com. Please visit [www.ciachef.edu/ca-off-campus-housing](http://www.ciachef.edu/ca-off-campus-housing) for more information. 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.

An off-campus housing fire safety checklist is available at the Safety & Security page of CIA Main Menu.

## General Information

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

## Our Mission

The Culinary Institute of America is a private, not-for-profit college dedicated to providing the world's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

## History

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

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

As the foodservice industry grew, so did enrollment, necessitating a move in 1947 to larger quarters: a 40-room mansion adjacent to Yale University. The school's name was changed to the Restaurant Institute of Connecticut and, in 1951, it became known as The Culinary Institute of America, reflecting its national scope and the diversity of its

students. The college expanded its educational program to two years and introduced continuing education courses for industry professionals.

By the time of Mrs. Roth's retirement in 1965, the CIA had increased its enrollment to 400 students and operated a \$2 million facility. Double-class sessions were initiated in 1969 to accommodate a backlog of applications, and an auxiliary campus was leased, but with more than 1,000 students and facilities strained to the maximum, the CIA's administrators launched a nationwide search for a new home. They found it in St. Andrew-on-Hudson, a former Jesuit novitiate in Hyde Park, NY. The new campus opened two years later, with its main building renamed Roth Hall.

In 1971, the Board of Regents of the State of New York granted the CIA a charter to confer the Associate in Occupational Studies (AOS) degree in culinary arts, making it the first culinary college to be so authorized. Other leading-edge associate and bachelor's degree programs, majors, and concentrations were added over the years, cementing the school's status as the world's premier culinary college. And in 2016, the CIA extended its offerings into post-baccalaureate education with its Wine and Beverage Graduate Certificate Program.

In 1995, the college expanded its global reach by opening its first branch campus, The Culinary Institute of America at Greystone, located in the heart of California's Napa Valley. The CIA's growth continued in 2008, when The Culinary Institute of America, San Antonio opened its doors in Texas. In 2010, the college opened its first international location in Singapore. In partnership with the Singapore Institute of Technology, the CIA offers its bachelor's degree program from its location on the Temasek Polytechnic campus.

In 2015, the CIA launched The Food Business School (FBS), its center for executive education. That same year, the college expanded its California campus operations to include Copia, the former center for food, wine, and the arts in downtown Napa. The CIA at Copia offers food and wine education programs, as well as industry leadership conferences and initiatives.

From its humble beginnings in a single building in New Haven, CT, today the CIA continues to influence

the future of food through its commitment to advancing knowledge, leading our industry, and making a difference in the lives of people all over the world.

## 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 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.

## College Colors

The CIA uses green and gold for the official school colors as they are often found to be food colors. The wheat stalk in the logo is a symbol of strength, quality, and heritage. The logo for our athletic teams (the CIA Steels) is the steel and knife.

## 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 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 or to keep cell phones face down on their desks during lecture.

### Use in Lecture Halls

Electronic device use is **never** appropriate in lecture halls. The only exceptions will be for emergency situations or specific educational need 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 the purpose of 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 discretion of the instructor. Students will be referred to Student Affairs for violations outside of the classroom environment.

## CIA Professional Development

A student's professional development can begin even while enrolled in one of the CIA degree and certificate programs. CIA Consulting offers paid opportunities to work and connect with industry leaders through our training, innovation, and certification programs. Call it getting a head start on a career. Building a lifelong network is the second-most important benefit the CIA offers after a student's education.

The CIA is here to support students throughout their career, with custom education programs and materials designed to further their professional development. Through the college's custom education programs, students can:

- Contact CIA Consulting to design or participate in custom courses in areas such as culinary arts, baking and pastry arts, culinary technology, menu R&D, foodservice management, and professional wine studies at foundation, intermediate, and advanced skill levels.
- Put their skills to the test by earning CIA ProChef® Certification at one of three levels of industry-recognized achievement.
- Participate in conferences for industry professionals.
- Reinforce their skills or train their team with a wide range of educational materials from the CIA. Available in a variety of media—from DVD and online to print publications and apps—these training materials cover knowledge areas as diverse as cooking methods, confectionery arts, front-of-the-house management, and more.

Please visit [www.ciachef.edu/academics](http://www.ciachef.edu/academics) or call 1-800-888-7850 to learn more.

## Dining Services

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

By taking advantage of their instructional day meals, students educate their palates and expand their exposure to a variety of cuisines, foods, ingredients, and cooking methods. Enjoying student-prepared meals also serves to support the efforts of classmates in achieving their educational goals. Through the dining program, students learn valuable

real-world skills such as preparing mise en place, building speed and timing in the kitchen, and plating for service.

To be served and to dine on campus, students must be in uniform or following the proper dress code as described in the Professionalism, Uniform, and Hygiene section of the *Academic Catalog*.

### 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. 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 entire 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 following 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.

### 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 of that restriction 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

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

If students are unable to 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) on a regular basis. The faculty and administration communicates 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 often.

### Equipment

The CIA has high-quality kitchen, bakeshop, and dining room equipment for use as teaching tools. It is important for these items 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, it can be a replacement from the Student Affairs 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 contained on a CIA-issued ID card, or of 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 to be 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

Periodically, photographers and videographers will be on campus 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.

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 address.

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

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 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).

### New York

#### American Bounty Restaurant

With a focus on the seasons and products of the Hudson Valley, contemporary and traditional regional dishes are brought to life at the American Bounty Restaurant in an honest and flavorful way. Rounded out with a first-class American wine list and comfortable, warm service, this casually elegant restaurant sets the stage for an unparalleled dining experience in New York's Hudson Valley. **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

Featuring baked goods and café cuisine in a relaxed and inviting atmosphere, the café offers everything from savory items to fresh artisan breads and from elegant pastries to luxurious confections that tempt the palate. An assortment of cold and hot beverages complete the café experience.

#### The Bocuse Restaurant

Sleek and strikingly contemporary, this French restaurant is named for the most famous chef in France, Paul Bocuse. The Bocuse Restaurant re-

imagines the execution of classic French cuisine through the lens of ultra-modern cooking techniques, brings a new style of casual yet sophisticated service, and offers a breathtaking architectural interior design. With an exceptional French wine list and innovative cocktail program, The Bocuse Restaurant is a unique and exciting world-class dining experience.

#### Ristorante Caterina de' Medici

Truly authentic regional Italian cuisine takes center stage at Ristorante Caterina de' Medici, a sophisticated dining room overlooking a stunning herb and rose garden. 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.

### California

#### The Bakery Café by illy

Located on the main floor of the Greystone building, The Bakery Café by illy offers guests the opportunity to experience coffee and cuisine from two industry leaders—illycaffè and the CIA. Customers can choose from a variety of sumptuous sandwiches, soups, salads, breads, pastries, desserts, and coffee drinks prepared by students in the college's baking and pastry arts degree program. The café also offers housemade charcuterie, local cheeses, Greystone chocolates, and super-premium olive oils, as well as wine and beer by the glass.

#### 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. Chefs—inspired by global flavors and

fresh ingredients—bring their creations directly from the kitchen to the table to choose from and share. 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.

Texas

## SAVOR

Step into SAVOR The Culinary Institute of America (San Antonio, TX) restaurant and experience a meal inspired by ingredients and techniques from around the world. Your dinner is created and presented by advanced CIA students under the guidance of our professional faculty, making for a truly unique and memorable meal. Join us and build your own three or four-course meal in our intimate dining room or come and spend time in our bar and order from constantly changing tastes from the kitchen, classic cocktails, curated wines or local craft beers.

## Student Discounts and Reservations

All CIA students receive a 10% discount at all CIA restaurants at all times, with the exception of The Egg on the New York campus and Top Table in Singapore. In all circumstances, the student must be dining with any guests to whom this discount will apply. This discount does not apply to special offers, events, or Special Dining Events programs unless otherwise advised.

Make reservations for lunch or dinner by visiting our restaurant website at [www.ciarestaurantgroup.com](http://www.ciarestaurantgroup.com) or calling:

**New York** 845-471-6608

**California** 707-967-2300 (Gatehouse) or 707-967-2555 (Copia)

**Texas** 210-554-6484

## Service Charge Policy

A key component of the education process at the CIA is learning how to deliver outstanding service. As an enrolled student in a restaurant class or as a student worker in a restaurant at The Culinary Institute of America, students are not permitted to accept tips.

This 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 an employed student 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 of this no-tipping policy as a campus-wide directive allows for the best possible customer service at all times.

In light of 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 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 upholds 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 associate vice president and dean of student affairs in New York or his or her 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 online reporting form. 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, 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 violation of a standard of conduct 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 in situations in which 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. The administration may, at its discretion, 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 or physical conduct or 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 marijuana); 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.** 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 (see Property Pass Policy) of CIA property, equipment, facilities, or services.

**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:

1. Consuming alcohol in a public or communal area (e.g., parking lots, gazebos, athletic fields, halls, lounges, kitchens, alcohol-free CIA-sponsored events, etc.)
2. Providing someone under 21 with alcohol
3. Consumption of alcohol by a student under 21
4. Possession of alcohol by a student under 21
5. Engaging in inappropriate behavior involving alcohol including, but not limited to, public intoxication or any intoxication resulting in a transport to the hospital
6. 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
7. 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
8. 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
9. Students over 21 may not consume alcohol if there is a person under 21 present

10. 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
11. Hosting a party (defined as more individuals than permitted by fire code) in campus housing in which alcohol is present
12. Possession of empty containers of alcohol
13. 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 very serious, potentially endangering all campus residents. Thus, sanctions can include fines as high as \$2,000, expulsion from the college, and criminal prosecution by civil authorities.) If applicable, please see Residence Hall Fire Safety.

**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:

1. Possession of contraband items (e.g., official street signs, CIA owned furniture or equipment, dishware, etc.) prohibited by law or CIA policy; the presence of such items in a student's room is considered possession
2. Violation of guest policy
3. Violation of quiet hours and/or disturbing others during courtesy hours both inside and/or outside of housing
4. 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
5. Possession of pets not otherwise permitted by the CIA
6. Unauthorized refrigerator or microwave
7. Failure to attend a mandatory meeting
8. Violation of a CIA policy by a guest (student hosts are responsible for ensuring their guests' compliance with CIA policy)
9. Violation of Residence Hall Fire Safety regulations
10. Having a dart board with steel-pointed darts in campus housing
11. Improper disposal of trash and recycling including, but not limited to, accumulation of bottles, boxes, trash, or other debris
12. Failure to prepare room for incoming student(s) or occupying both sides of the room
13. Participating in hall or courtyard sports
14. Unauthorized room change or failure to complete scheduled room change
15. Failure to follow proper check-out procedures
16. Tampering with and/or damage to room, facility, or personal or CIA-owned property
17. 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
18. Failure to follow proper closing policies for approved college breaks, including but not limited to, summer, winter, or spring (for bachelor's students) breaks
19. Failure to maintain appropriate cleanliness in your housing or bathroom (see Housekeeping)

20. Other violations of Residence Life policies not outlined within this code (Including but not limited to violation of the Emotional Support Animal Policy)
21. Possession of alcohol by any student, regardless of age, in an alcohol-free residence hall

**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. Students are encouraged to work with the Student Government Association or CIA administration regarding clarification or grievances of campus policies and procedures.

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

1. Unauthorized entry into a file for any purpose, including to use, read, or change its contents
2. Unauthorized transfer of a file
3. Unauthorized use of another person's identity, password, and/or personal access code number
4. Use of computing facilities to interfere with the work of another student, faculty member, or college official
5. Use of computers or personal electronic devices to send inappropriate messages or view inappropriate content

6. Use of computing facilities to interfere with normal operation of the CIA computing system
7. Fraudulent use of phone service

**Section 17: Building Security.** Tampering with, damaging, or compromising any equipment that is 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. The college considers some violations of Section 17 to be the equivalent of "breaking and entering" as defined in most criminal codes. Students are cautioned to not allow access to residence halls by any person they do not know personally. Immediately report all suspicious persons or activities to Campus Safety or Security. This includes, 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:

1. Failure to respond to a summons of a CIA official
2. Falsification, distortion, or misrepresentation of information during a conduct meeting
3. Disruption or interference with an orderly conduct proceeding
4. Initiating a conduct proceeding without just cause
5. Attempting to discourage an individual's proper participation in, or use of, the conduct process
6. Attempting to influence the impartiality of a CIA official prior to, and/or during, the course of the conduct proceeding
7. Engaging in inappropriate verbal or physical conduct towards a CIA official prior to, during, and/or after a conduct proceeding

8. Failure to comply with sanction(s) imposed under this code
9. Influencing or attempting to influence another person to commit an abuse of the conduct process

**Section 19: 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 carried out 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 his or her 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 handled 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 personal 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 own 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, at the discretion of the conduct officer, from formal disciplinary action by the college for violating the alcohol or drug policy.

## Article III: Student Conduct Processes

### A. Charges and Hearings

1. Any member of the CIA community may file charges against any student for misconduct.

Charges will be prepared in writing and directed to an appropriate CIA official/conduct officer. Any charge should be submitted within 30 calendar days of CIA awareness and/or discovery of the alleged violation, exclusive of holidays. This time limit does not apply to charges that result from criminal charges that are filed by off-campus law enforcement authorities or if existing laws prohibit this time limit.

2. An assigned conduct officer will direct an investigation to determine whether the charges merit sanctions. The finding of violations is rendered on the basis of a more likely than not, 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/or 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. 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. Cooperation from students is expected. Disciplinary sanctions are issued according to the particular violation, severity, and past practice. 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 which results in new charges and/or modification to sanctions, students will be made aware in writing.
3. Appeals
  1. A decision reached by a conduct officer may be appealed by the adjudged student(s) within three business days, exclusive of holidays or breaks, of the issuance of the sanction. Such appeals must be submitted in writing.
  2. An appeal officer(s) will decide whether an appeal will be granted. If the appeal is not granted, the student can take no further action to amend the sanction unless the sanction includes loss of campus housing, suspension, or expulsion from the college. In such cases only, the student may file a

written appeal of the appeal officer(s) recommendation to the associate vice president and dean of student affairs in New York or designee, the final step in the appeal process.

3. There are three justifications upon which an appeal will be considered. If a student fails to justify the appeal, it may be denied without review. An appeal officer(s) will decide whether or not one or more of these criteria have been met:
  1. The decision reached regarding the adjudged student was based on substantial evidence, that is, whether the facts of the case were sufficient to establish that a violation of this code occurred and the adjudged student committed the violation.
  2. The procedures were properly followed.
  3. New evidence is available to alter the original determination.
4. If an appeal request is accepted by the original conduct officer, a student(s) will be notified of the date, time, and place of the scheduled appeal proceeding. If the student fails to appear, the evidence in support of the findings will be presented, considered, and adjudicated in the student's absence.
5. Written warnings, residence hall closing violations, announced room inspections, and administratively issued demerits for not completing a required educational program cannot be appealed.
4. An appeal officer is empowered to recommend to the original conduct officer, or the supervisor of the original conduct officer, the elimination or alteration of the findings and/or sanctions previously decided. The supervisor or conduct officer will review the recommendation(s) made by the appeal officer and either uphold the findings and/ or sanctions, or make changes. Any amended findings and/or sanctions will be sent to the student appellant in writing.
5. An appeal proceeding will be conducted by an appeal officer and/or the associate vice president and dean of student affairs or designee according to the following guidelines:
  1. Unless otherwise provided in this code, an appeal proceeding will be conducted in

private. No one outside the appeal officer or board, with the exception of a faculty, staff, or student observer, will be allowed to be present at the hearing without the consent of the appeal officer. No one may inspect the records of the appeal officer. The presence of an observer is a courtesy extended by the appeal officer at the request of the adjudged student. Therefore, it is not mandatory that an observer attends an appeal proceeding. The observer will be allowed to ask questions for clarification purposes only but will not be allowed to participate in appeal deliberations.

2. At an appeal proceeding involving more than one adjudged student, the appeal officer, at his or her discretion, may conduct the proceeding concerning each of the students separately.
3. The adjudged may have access to evidence, upon review of the CIA, that supports the charges and conduct officer's findings as long as personally identifiable information of other students is not compromised.
4. The adjudged has the right to be accompanied by an advisor, at his or her own expense. The adjudged is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any proceeding before an appeal officer(s). Attorneys are only permitted to serve in the role of advisor when the charge is related to a criminal charge filed against the accused student.
5. The adjudged will have the opportunity to challenge any appeal officer prior to the commencement of the proceeding whom the adjudged believes may be prejudiced about his or her case.
6. The adjudged will have the right to present witnesses, subject to interview and/or discretion of an appeal officer(s).
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by an appeal officer.
8. All procedural questions are subject to the final decision of the assigned appeal officer.

9. After the appeal proceeding, an appeal officer(s) will determine, by majority vote if applicable, to uphold the conduct officer's findings or recommend a modification to those findings.
6. Any record, written or otherwise, of the appeal proceeding is considered sole property of The Culinary Institute of America.
7. An adjudged student will be presented with the outcome of the appeal in writing.

## B. Sanctions

1. 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.
  1. **Verbal Warning:** A verbal warning may occasionally be given to allow a student to correct a violation in a timely manner.
  2. **Written Warning:** A notice in writing informing a student that the student is violating or has violated college regulations, and warning that repeat violations will result in more severe disciplinary sanctions.
  3. **Demerits:** One to 12 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.
  4. **Probation:** Probation for a designated time may be assigned. Probation may include specific directives that the student is instructed to follow, a warning that additional sanctions may be assigned for further violations, and a signed behavioral contract agreement. An accumulation of nine demerits will result in a period of probation.
  5. **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.

6. **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 of the stated penalties, dis-continuation of classes, and/or not attending the commencement ceremony, not receiving the diploma, and/or not receiving copies of student transcripts and records.
7. **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.
8. **Community Restitution:** Work assignments for a specified number of hours may be given to provide a useful service to the college or local community.
9. **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.
10. **Loss of Housing:** Permanent separation of the student from the residence halls may occur. Students expelled from the residence halls are not allowed to visit the residence halls or the grounds adjacent to them.
11. **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. The CIA may require drug testing by a treatment facility.
12. **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.

13. **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.
14. **Suspension:** Suspension from the CIA is often for 15 weeks to one year, but may be for lesser or greater periods of time. Suspension may take effect immediately and includes suspension from classes, residence halls, and all campus visitations, unless specifically authorized. Any student arrested by the civil authorities and charged with a felony may be immediately suspended from classes, pending further decision by the CIA. Suspension may result in the same loss of privileges as listed under Article III, Section B (1)(c): "Demerits".
15. **Expulsion:** Permanent separation of the student from the CIA. Note: prior to June 1, 2016, disciplinary "Dismissal" is equivalent to "Expulsion".
16. **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 prohibit all forms of communication between students: direct or indirect, written, electronic, or through a third party. 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. 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.

17. **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.
  18. **Registration Hold:** A restriction placed on a student's account that prevents future registration for classes until other sanctions or requirements are met.
2. Following are those sanctions that may be imposed upon groups or organizations:
    1. Those sanctions listed above in Article III, Section B (1) (a, b, d, e, g, h, n, o)
    2. Deactivation: loss of all privileges, including CIA recognition, for a specified period of time
  3. 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 confidential record maintained electronically with final oversight by the associate 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 associate 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.

1. Immediate or interim suspension or expulsion may be imposed only:
  1. To ensure the safety and well-being of members of the college community or preservation of property

2. To ensure a student's physical or emotional safety and well-being
  3. If a student poses a threat of disruption to, or interference with, the normal operations of the college
  4. 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.
2. 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 associate 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 associate vice president and dean of student affairs or his/her designee.

## Student Rights

At The Culinary Institute of America, it is our goal and duty to create a welcoming, tolerant campus that's 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, 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.

## 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 as well as a diverse foodservice and hospitality industry.

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

## 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 his or her concern first by speaking with the policy owner or the appropriate CIA administrator before filing a formal complaint. The entire Student Complaint Policy can be found on

the CIA Main Menu Policies and Procedures page. In addition, the Program Integrity Rule is found in the CIA *Academic Catalog*. State-specific student complaint information can be found on the Consumer Information page at [www.ciachef.edu/consumer-information](http://www.ciachef.edu/consumer-information).

### **Student Policies**

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.

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## Alcohol and Drug 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.

### 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 any alcoholic beverage 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 not permitted anywhere 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 additional amounts.
6. At any given time, alcohol present or stored in a shared area may not exceed twenty-four 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 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 the individuals are deemed by a CIA official to be 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 in (c) above;
4. If the individual is of 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 Hudson Hall on the Hyde Park campus; or
6. If the individual is in possession of amounts greater than those previously specified in (d) above.

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

The CIA will not tolerate 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. Any student requiring medical treatment for a drug overdose may be prevented by the CIA 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 marijuana whether or not for medical purposes 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.

### Approved Use at Approved Student Functions

1. To serve alcoholic beverages at functions which involve students, individuals must receive prior approval from:
  1. Hyde Park—Associate Dean of Student Activities/Recreation
  2. Greystone—Managing Director
  3. San Antonio—Managing Director
2. Supervising members of 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. Members of the campus community 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 Associate Vice President and Dean of Student Affairs or their designee, ranging from written warnings, fines, demerits, community service, 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. When suspension is applied it will typically be for the following length of time:

**First offense:** 15 – 24 weeks.

**Second offense:** Two years.

A student suspended for a drug 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 drug offense, a Student may petition to the Associate Vice President and Dean of Student Affairs in writing to reside on campus, but is not guaranteed housing. A student found responsible for a second drug offense is not 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 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.

## Description of Health Risks of Alcohol and Drugs

**Alcohol:** Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. Alcohol alters judgment, vision, speech, and coordination, and severely impairs your ability to function. These factors result in a higher incidence of vehicular and other accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and

vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol, often from the result of binge drinking, can result in alcohol poisoning, respiratory arrest, and death.

**Drugs:** The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

**Marijuana (Cannabis):** Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence. Marijuana contains THC, a psychoactive chemical which alters the sensory activities of the brain, including long-term damage to memory capabilities. Inhaling marijuana smoke can cause lung cancer, and chronic use can adversely affect reproductive ability in women.

**Cocaine:** Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract ("crack") is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes that can result from such use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

**Amphetamines:** Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

**MDA and MDMA (XTC, Ecstasy):** These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdosing can occur. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

**Rohypnol (Rophies, Roofies, Rope):** This drug is similar to the drug Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of its amnesiac effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

**Heroin and Other Opiates:** Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

**Hallucinogens or Psychedelics:** These include LSD, mescaline, peyote, and phencyclidine or PCP. Use

impairs and distorts one's perception of surroundings, causes mood changes, and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

**Solvent Inhalants (e.g., glue, lacquers, plastic cement):** Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

**Damage from Intravenous Drug Use:** In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus ("lock jaw"), and infections in the heart. Permanent damage or death can result.

Alcohol and drug use increases the risk of sexual assault and other violence.

### Availability of Counseling, Treatment, and Rehabilitation

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 works in collaboration 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

California State

Texas State

#### Penalties Under Federal Law

- **Manufacture, Distribution, or Dispensing of Drugs (including marijuana).** 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 marijuana).** 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 at any time by Congress and the president. 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 associate 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.

Any exception to the prohibition outlined will be considered by the associate vice president and dean—student affairs to ensure it complies fully with applicable state and federal laws.

## 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 with 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:

1. The forced consumption of alcohol or drugs
2. The forced consumption of food or drink
3. Degrading an individual through humiliating activities
4. Creating situations that cause physical harm or emotional strain
5. Using brutality or force

Passive participation in hazing may include:

1. Witnessing hazing as a group member, affiliate, or guest
2. 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 a 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 if 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. domestic 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. domestic 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. domestic 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. domestic 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 discretion of the administration.

## Procedures

Use of tobacco products and electronic cigarettes is 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 act 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 the use of these sites are grounds for disciplinary action by the college as well as 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 provided by the CIA 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 the intellectual property rights of others.

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 is also in violation of 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 use of security tools by ITS system administration personnel.

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 the physical and software security of their personal computers. 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 owner of the computer 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.

It is your responsibility to maintain and update 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, as well as 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 degradation or loss of personal data, software, or hardware as a result of 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 wireless is provided centrally by ITS, 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 being generated from any connection is drastically inhibiting or interfering 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 messages or data may be inadvertently viewed by others.

Any information traffic sent over the CIA's network and computing resources, whether wire or wireless, becomes CIA property. Users cannot have any expectation of 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.

**Residential Guest Pass** – A residential guest pass is a written authorization issued by a CIA Residence Life official for a finite period of time authorizing the guest of a residential student to reside on campus. Residential Guest passes are expressly issued by Residence Life officials and must have the signature of issuing official.

### **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 damages 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

### Overnight Residential Guests of Students

Occasional overnight guests are permitted with advanced permission from the Residence Life Office or residence director/area coordinator. 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 may need to be displayed on the vehicle's dashboard.
- Overnight guests must be 18 years of age or older.
  - Overnight guests may be 16 or 17 years of age if they are members of a student's immediate family. *Please note: Proof of relationship is required, and three days' notice must be provided prior to approval.*
- Students may have a registered overnight guest in their room twice per semester, each time for a maximum three-day visit.
- *Residential Guest passes* can be obtained in any residence life office by speaking with a residence director or area coordinator.
- The professional Residence Life staff member will prepare the guest pass to be picked up in the residence life office of the residence hall, or will have the guest pass delivered by resident assistant staff members of the building.
- Student's guests who have 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.
- Any request for a guest visit longer than 72 hours during an individual stay, or over twice a semester, is subject to special approval and permission by residence life staff.
- 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 one guest within the Student Recreation Center (SRC). 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 to SRC front desk staff. 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 damages 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 are not permitted entry into SRC rooms where mechanical equipment is present including the group fitness room, cardio area, resistance training area, and free weight room.

## 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.

## Vaccination Policy

### Purpose

This policy identifies the vaccination requirements for students to attend The Culinary Institute of America (CIA).

### Policy Statement

Individual State Public Health Laws require students who are in attendance at institutions of higher education to provide documentation of having received specified vaccinations, proof of immunity, or exemption to receiving vaccinations as outlined by the Centers for Disease Control and Prevention (CDC).

Students attending a U.S. domestic campus are required to be in compliance with The Culinary Institute of America's Vaccination Policy.

The entire Vaccination 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, or 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 immediately notify the Campus Safety Office. 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.
  1. Staff and faculty members must be reported to the Human Resources Department.
  2. Students must be reported to the Student Affairs Office.
  3. All infractions must be reported to the vice president of finance and administration.
3. 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.

## 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.
  1. Staff and faculty members must be reported to the Human Resources Department at the New York campus.
  2. Students must be reported to the provost and Student Affairs Office at the New York campus.
  3. All infractions must be reported to the provost and vice president of finance and administration.
4. 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.

## 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.
  1. Staff and faculty members must be reported to the Human Resources Department at the New York campus.
  2. Students must be reported to the Student Affairs Office at the New York campus.
  3. All infractions must be reported to the provost and vice president of finance and administration.
4. 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.

## Harassment, Sexual Misconduct, and Discrimination Policy

Original Issue Date: 9/30/2014

Current Revision Date: 9/29/2020

Initial Adoption Date: 9/30/2014

### A. PURPOSE

This Policy is intended to provide a comprehensive statement of rules, guidance, procedures, resources, training requirements, roles and responsibilities for The Culinary Institute of America (CIA) Community on the subjects of Harassment, Sexual Misconduct and Discrimination. It is designed to comply with the complex framework defined by federal and state laws and rules, and in the event of a disagreement between the law and this Policy, the law shall govern.

### B. POLICY STATEMENT

#### **Nondiscrimination Statement**

The Culinary Institute of America (CIA), being committed to respect for diversity and equal opportunity in education and employment, does not discriminate against individuals. The CIA expressly prohibits discrimination against and harassment of individuals on the basis of any protected characteristic, including: race, color, sex, sexual orientation, gender identity and expression, religion, disability, age, genetic information, familial status, marital status, veteran status, ancestry, national or ethnic origin, and any other protected group or classification under the law. In addition, the CIA prohibits Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking.

This Policy shall apply to conduct that occurs on the CIA's campus, on CIA technological systems, at CIA-sponsored programs, activities and events, including: admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, health services, and all other programs and activities available at the CIA. Except as otherwise provided below, this Policy applies to conduct off-campus when a person accused of Prohibited Conduct is a matriculated CIA student or when the alleged conduct has a continuing adverse impact upon the CIA work or school environment.

This Policy applies to all members of the CIA Community, including Students, Employees (faculty and staff), Trustees, Interns, and Non-employee Workers. Each Student shall be responsible for their conduct from the time of enrollment through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension.

Members of the CIA Community who believe that they have been subjected to Discrimination or Harassment are strongly urged to use the resolution procedures described in this Policy. Third Parties visiting CIA facilities (such as guests, visitors and restaurant patrons) have the opportunity to make reports of Prohibited Conduct for the purpose of this

policy; however, Third Parties accused of violating this policy are not entitled to the procedural protections set forth below and may be summarily excluded from CIA property, programs, activities, or events.

### **Compliance Statement**

The CIA complies with the applicable federal laws across all campuses, including without limitation: Title IX of the Education Amendments of 1972 (specifically including adopted regulations); Section 504 of the Rehabilitation Act of 1973; Title VI and Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Age Discrimination Act of 1975; the Violence Against Women Reauthorization Act; and the Campus SaVE Act. The CIA also complies with state laws applying to its New York, California and Texas campuses, including but not limited to: Article 129-B of the New York Education Law; the New York State Human Rights Law; the New York Labor Law; Section 67836 of the California Education Code; Chapter 51 of the Texas Education Code and other federal, state, and local laws governing Harassment, Sexual Misconduct, and Discrimination.

To ensure that it is a safe and equitable place to learn and work, the CIA has established this Policy and training and procedures for reporting, investigating, and adjudicating allegations of violations of this Policy. The information contained in the Definitions and Procedures sections of this Policy is expressly incorporated into this Policy as it provides essential details for the effective implementation of this Policy.

CIA policy as well as federal and state laws prohibit Retaliation against any individual for making a good faith Complaint of Prohibited Conduct or for serving as a witness or otherwise providing information in connection with a Complaint of Prohibited Conduct.

## *Compliance Coordinators*

The CIA has designated and trained personnel to provide support for reporters, Complainants, and Respondents in cases of allegations arising under this Policy. These include, but are not limited to, the Americans with Disabilities/Section 504 Coordinator (the 504 Coordinator) and the Title IX Coordinator/ Age Discrimination Act Coordinator.

The Senior Director, Faculty Relations is designated as the CIA Title IX Coordinator and Age Discrimination Act Coordinator, who is responsible for coordinating compliance with the complex legal and regulatory framework governing Harassment, Sexual Misconduct, and Discrimination (except for disability-based issues). The Title IX/Age Discrimination Act Coordinator's responsibilities include overseeing all complaints of Sexual Misconduct and Discrimination (specifically including issues related to race discrimination), identifying and addressing any patterns or systemic problems. In addition, the CIA has designated a Deputy Title IX/ Age Discrimination Act Coordinator. Inquiries and Complaints concerning these issues may be referred to either:

### **Joseph R. Morano - Senior Director, Faculty Relations**

#### **Title IX and Age Discrimination Act Coordinator**

The Culinary Institute of America

1946 Campus Drive

Hyde Park, NY 12538

Office: Roth Hall Room S324

Telephone: 845-451-1314

Email: Joe.Morano@culinary.edu

Or

### **Danielle Glendenning, Manager—Faculty Relations**

#### **Deputy Title IX and Age Discrimination Act Coordinator**

The Culinary Institute of America

1946 Campus Drive

Hyde Park, NY 12538

Office: Roth Hall, Room W-401

Telephone: 845-905-4369

E-mail: Danielle.Glendenning@culinary.edu

The Dean of Academic Engagement & Administration is designated as the CIA Section 504 Coordinator, who is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. This law prohibits discrimination based upon disability and requires the CIA to ensure that Students are not excluded from participation in or denied the benefits of any program or activity of the CIA based on disability. Disability-related complaints and associated requests for accommodation are governed by the CIA's Americans with Disabilities Act/Section 504 Compliance Policy (CMP-023). Any individual who believes they may have been discriminated against in an educational program, activity or employment situation on the basis of a disability may file a Complaint with:

### **Carolyn Tragni, Dean - Academic Engagement and Administration**

#### **Americans with Disabilities/Section 504 Coordinator (504 Coordinator)**

The Culinary Institute of America

1946 Campus Drive

Hyde Park, NY 12538

Office: Roth Hall, Room S319

Telephone: 845-451-1615

E-mail: Carolyn.Tragni@culinary.edu

## C. AUTHORITY

President and the President's Cabinet

Age Discrimination Act of 1975

California Education Code, Section 67836

California Fair Employment and Housing Act

Campus Sexual Violence Elimination Act (SaVE Act), incorporated into the VAWA amendments to the Clery Act

Civil Rights Act of 1964, Title VI and Title VII

Education Amendments of 1972, Title IX

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

New York State Education Law, Article 129-B

New York State Human Rights Law

New York State Labor Law

Rehabilitation Act of 1973, Section 504

Texas Education Code, Chapter 51

Texas Labor Code, Chapter 21

Violence Against Women Reauthorization Act (VAWA) amendments to the Clery Act

## D. DEFINITIONS

### **Affirmative Consent ("Consent")**

Although the CIA requires affirmative consent on all campuses, the definition of affirmative consent must vary somewhat due to state law requirements in New York and California.

**Affirmative Consent (California):** Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Affirmative Consent (New York and Texas):** Knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

The following principles relating to affirmative consent apply on all campuses:

Consent as a pre-requisite for any sexual engagement is called for by respect for individual autonomy—the right and ability to make decisions for oneself. In order to give Consent, a person must be of the legal age of consent—17 in New York and Texas and 18 in California. Consent must be freely and actively given; it cannot be obtained by coercive use of force, threats or intimidation. Coercion, force, or threat of either invalidates consent. Consent to one form of sexual activity does not imply Consent

to other forms of sexual activity, nor does past consent to intimacy imply Consent to future intimacy. Consent to engage in sexual activity with one person does not imply Consent to engage in sexual activity with another. Consent may initially be given but withdrawn at any time. When Consent is withdrawn or can no longer be given, sexual activity must stop.

Individuals must be able to understand what they are doing in order to Consent to a sexual activity. A person who is incapacitated cannot give Consent because they lack the ability to knowingly choose to participate. Incapacitation may be caused by unconsciousness, being asleep, having a cognitive disability, being involuntarily restrained, the consumption of quantities of alcohol, drugs or other intoxicants or a variety of other circumstances. Consent is required regardless of whether a person initiating the act is under the influence of drugs and/or alcohol. Under this policy, "Yes" may not always mean "Yes" and "No" always means "No." Anything but a clear, knowing and voluntary Consent to any sexual activity is equivalent to a "No."

In any romantic or sexual relationship between individuals in unequal positions (such as professor and student, supervisor and employee), even with Consent, there are inherent risks. These relationships may be less consensual than perceived by the individual whose position confers power. Intimate relationships also have the potential to interfere with the CIA's ability to provide an appropriate and safe working and learning environment for Students and Employees; and may constitute sexual harassment or other unlawful discrimination. As a result, the CIA has adopted a comprehensive Fraternization Policy, which can be found on the Student and Employee/Faculty portals.

**Appeals Officer:** An officer appointed by the CIA's Title IX and Age Discrimination Act Coordinator or 504 Coordinator to oversee the appeals process as outlined in this Policy.

**Business Days:** The days of operation for the CIA: i.e., Monday – Friday, where classes are in session and/or administrative offices are open, except for the designated summer break and winter holiday break when campuses are closed to the public.

**CIA Community:** The Employees, Students, Nonemployee Workers and Third Parties at all CIA campuses. *See also* Third Parties.

**Coercion:** When someone is compelled, through force, intimidation, or severe emotional manipulation, to act out of character or without regard for their own individual desire or volition. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get Consent from another. When someone makes it clear that they do not want sex, want to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

**Complainant:** Any Employee (Faculty or Staff), Non-employee Worker, Student, or Third Party who is an alleged victim files a formal report or statement alleging conduct that is prohibited by this Policy.

**Complaint:** A statement including one or more allegations of Prohibited Conduct under this Policy.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Discrimination:** Intentionally or inadvertently treating individuals or groups less favorably because of their protected characteristic(s) as listed in the Policy Statement. Discrimination may occur when an individual acts in a prejudiced or biased manner (including racist or prejudiced comments) in the conduct of their day-to-day CIA activities, such as attending class or working.

**Domestic Violence:** A felony or misdemeanor crime of violence committed against a victim by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Education Program or Activity:** For purposes of determining whether conduct is within the definition of Sexual Harassment Prohibited by Title IX (as defined by the Department of Education), "education program or activity" includes conduct that occurs:

- On-campus.
- Within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of, the CIA's programs and activities.

**Employee:** An individual employed by the CIA. All full-time, part-time, or temporary employees fall under this class, including faculty, staff, and student workers.

**Faculty:** The teaching staff of the CIA, or of one of its departments or divisions, viewed as a body with individual members.

**Force:** The use of physical violence and/or imposing on someone physically to gain sexual access.

**Harassment:** Unwelcome and/or offensive behavior, based on one or more of the protected characteristics listed in the Policy Statement, that subjects an individual to inferior terms, conditions or privileges of education or employment. Harassing conduct rises above the level of what a reasonable person with the same protected characteristic would consider petty slights or trivial inconveniences. Harassment can take many forms, such as words, visual images, gestures, or other verbal or physical conduct by any means. To constitute Harassment there must be a finding that the conduct meets each element of this definition. Harassment includes, but is not limited to:

- Epithets, slurs, or negative stereotyping;
- Threatening, intimidating, or hostile acts; and
- The circulation or display of written or graphic material that belittles or shows hostility or aversion toward an individual or group including through e-mail and other electronic media.

**Hearing:** A formal meeting conducted by a Hearing Officer to review the findings of an investigation and provide an opportunity for all parties to be heard. It is intended to be a non-adversarial review of the evidence identified in the investigation.

**Hearing Officer:** An individual appointed by the CIA's Title IX and Age Discrimination Act Coordinator or 504 Coordinator to oversee the Hearing of a reported case.

**Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Investigator:** An individual appointed by the CIA's Title IX and Age Discrimination Act Coordinator or 504 Coordinator to perform and document an inquiry for ascertaining facts through detailed and careful examination of all information presented using various means of discovery.

**Minor:** A person under the age of eighteen (18).

**Nonemployee Worker:** An individual who works on campus but is employed by an entity other than the CIA, such as a vendor or contractor.

**Prohibited Conduct:** Any or all of the following (*see too* specific definitions): Dating Violence, Discrimination, Domestic Violence, Harassment, Retaliation, Sexual Assault, Sexual Assault-Nonconsensual Sexual Contact, Sexual Assault-Non-consensual Sexual Intercourse, Sexual Exploitation, Sexual Harassment, Sexual Harassment Prohibited by Title IX, Sexual Violence and Stalking.

**Quid Pro Quo:** Latin phrase meaning "something for something." In the Sexual Harassment context, it means an exchange of favors, for example, if a manager, faculty member, or other authority figure offers or hints that they will give an individual a benefit (e.g., a better grade, a raise or a promotion) in return for sexual conduct.

**Reporter:** An individual who makes a formal statement including one or more allegations of Prohibited Conduct under this Policy. A Reporter may be the alleged victim (Complainant) or someone else.

**Respondent:** Any CIA Student, Employee (Faculty member or staff) or Nonemployee Worker who has a formal Complaint filed against them; a person accused of Prohibited Conduct.

**Retaliation:** An intentional action, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for reporting or participating in the investigation or Hearing of an alleged violation of this Policy or civil rights laws or otherwise attempting to interfere with an individual's ability to assert their rights under this policy. Retaliatory action can include, but not limited to:

- Discharge;
- Demotion;
- Reduction of pay or hours;
- Withholding wages, overtime pay, or promotions;
- Denying benefits or opportunities;
- Not hiring or rehiring the person; and/or
- Intimidating, threatening, coercing, harassing, or otherwise mistreating the individual.

**Sexual Assault** is divided into the following two categories of behavior:

**Sexual Assault–Non-consensual Sexual Contact:** Behavior including any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Intentional contact with the breasts, buttocks, groin, or genitals;
- Intentional touching of another with breasts, buttocks, groin, or genitals;
- Compelling someone to touch another person or oneself in a sexual manner; and
- Any intentional bodily contact in a sexual manner.

**Sexual Assault–Non-consensual Sexual Intercourse:** Behavior including any sexual intercourse, however slight, with any object or body

part by a person against another person that is without Affirmative Consent and/or by force.

Examples include, but are not limited to:

- Vaginal penetration by a penis, object, tongue or finger;
- Anal penetration by a penis, object, tongue or finger; and
- Oral copulation (mouth-to-genital contact or genital-to-mouth contact).

**Sexual Exploitation:** When an individual takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and the behavior does not otherwise constitute another Sexual Misconduct offense.

Examples include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual taking and/or distributing photography, video, or audiotaping of sexual activity;
- Allowing others to observe sexual activities without Consent;
- Engaging in voyeurism;
- Knowingly transmitting a sexually transmitted infection or human immunodeficiency virus (HIV) to another person;
- Exposing one's genitals in non-consensual circumstances; and
- Inducing another to expose their genitals.

**Sexual Harassment Prohibited by Title IX (as defined by the U.S. Department of Education)[1]:**

The following conduct constitutes Title IX Sexual Harassment when it occurs in the United States in an education program or activity of the CIA:

1. an employee of the CIA conditioning the provision of an aid, benefit, or service of the CIA on an individual's participation in unwelcome sexual conduct;

2. unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; and

3. sexual assault, domestic violence, dating violence and/or stalking, as defined above.

**Sexual Harassment Prohibited by State and other Federal Laws (Non-Title IX):**

Unwelcome, verbal or physical conduct that is based on sex/gender or is of a sexual nature and that subjects an individual to inferior terms, conditions or privileges of education or employment. Harassing conduct rises above the level of what a reasonable person of the same sex/gender would consider petty slights or trivial inconveniences. Sexual Harassment includes conduct that interferes with a student's ability to participate in or benefit from the CIA's educational programs or activities and conduct that unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment. The unwelcome behavior may be based on power differentials (*quid pro quo*) or create a hostile environment. Examples of sexual harassment include, but are not limited to:

- Attempting to coerce an unwilling person into a sexual relationship;
- Repeatedly subjecting a person to egregious, unwanted sexual attention;
- Punishing a refusal to comply with sexual advances;
- Conditioning a benefit on submitting to sexual advances;
- Unnecessary touching, or brushing against a person;
- Unwelcome communications of a sexual nature;
- Humor or jokes about sex including sexual innuendo;
- Sexist comments or jokes; and
- Verbal and/or physical aggression toward another based upon their status as transgender or a perception that the other fails to conform to stereotypical notions of expected characteristics for males or females.

**Sexual Misconduct:** Unwelcome behavior of a sexual nature, including: Dating Violence, Domestic Violence, Sexual Assault, Sexual Exploitation, Sexual Harassment, Sexual Harassment Prohibited by Title IX and Stalking. Sexual Misconduct can be

committed by a person of any gender, and it can occur between people of the same or different gender.

**Sexual Violence:** A category of behavior including Sexual Assault, Dating Violence, Domestic Violence and Stalking. *See also* specific definitions.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking include, but are not limited to:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email;
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreation place;
- Making direct or indirect threats to harm the victim, their children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Harassing victim through the internet;
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; and
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting their friends, family, work, or neighbors, etc.

**Student:** An individual who is registered in a credit or degree program at the CIA.

**Third Party:** An individual who is a guest, visitor, restaurant patron, continuing education student, or any other individual on campus or participating in activities of the CIA who is not an Employee, Nonemployee Worker or Student as defined in this Policy[2].

In addition to the above definitions of Sexual Assault, Dating Violence, Domestic Violence and Stalking provided for in this policy, the definitions of these offenses, as well as statutes that contain elements of these offenses for the CIA's three domestic campuses in New York, California and Texas can be found at:

[https://www.ciachef.edu/uploadedFiles/Pages/CIA\\_Policies/local-vawa-crime-definitions.pdf](https://www.ciachef.edu/uploadedFiles/Pages/CIA_Policies/local-vawa-crime-definitions.pdf)

## E.REPORTING PROHIBITED CONDUCT

### 1. Reporting and Response

Any member of the CIA Community who believes they have been subjected to Prohibited Conduct in violation of this Policy should use one of the reporting channels outlined below to report their concerns and seek assistance from on-campus and/or off-campus resources. The Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate, will be responsible for ensuring that the appropriate procedures are followed during the investigative process. If allegations are substantiated, the CIA will take steps to prevent further Prohibited Conduct, to correct the effects of such conduct and to impose sanctions as appropriate.

All Reporters may expect:

- To have reports of Prohibited Conduct taken seriously by the CIA;
- To have reports of Prohibited Conduct investigated and properly resolved through appropriate administrative procedures pursuant to this Policy;
- That the Investigator will share information about the matter only as they may deem necessary to ensure an effective and thorough investigation and/or seek resolution;

- That although the CIA will safeguard the privacy of the Complainant and Respondent to the greatest possible extent, the information collected during the investigative process may be subpoenaed (demanded) in civil or criminal proceedings.

When a student or employee reports to the CIA that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the CIA will provide the student or employee a written explanation of the student's or employee's rights and options. To see the full Complainant Bill of Rights and Respondent Bill of Rights please refer to the appendix of this policy, or go to <https://www.ciachef.edu/harassment-policy/>.

### 1. Conflicts of Interest

Both the Complainant and the Respondent have the right to have a fair and impartial investigation, determination and appeal. If either party has any reason to believe that the Investigator, the Title IX and Age Discrimination Act Coordinator, the 504 Coordinator or any of the Hearing or Appeals Officers has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for their concern.

- Regarding the Investigator or the Hearing Officer, to the Title IX and Age Discrimination Act Coordinator or 504 Coordinator;
- Regarding the Title IX and Age Discrimination Act Coordinator, to the 504 Coordinator; and
- Regarding the 504 Coordinator, to the Title IX and Age Discrimination Act Coordinator.

The other party will be provided with a copy of the letter and will have an opportunity to respond. Based upon those submissions and any independent inquiry the decision-maker may choose to make, if it

is determined that a conflict of interest exists, another individual will be appointed to take on the role of the conflicted person. If it is found that no conflict of interest exists, the individual will continue in their role. Concerns regarding conflicts of interest should be raised as soon as they are identified and before the allegedly conflicted person renders a determination, for example, prior to the submission of the investigative report, the Hearing Officer's determination, or the appeal decision.

### 1. Contacting Law Enforcement

**Anyone in immediate danger should dial 911 and attempt to get to a safe place.**

Anyone not in immediate danger who would like to report an incident to the police can do so by contacting the local or state police:  
<https://ciamainmenu.culinary.edu/student-services/titleIX/Documents/SART%20and%20Resource%20Contacts.pdf>

Victims of Sexual Misconduct

### 4. Scope and Limits of Confidentiality

Individuals are encouraged to carefully review all of their reporting options before deciding whether and to whom to report. It is important to know that some resources are Confidential Resources – i.e., persons who can offer support, advice or other services and who are generally not required to further report, initiate an investigation, or otherwise take action in response to the information you provide – while other resources are not confidential.

*4.a. Confidential Resources – Not Subject to Mandatory Reporting—Does Not Constitute Notice to the CIA.*

If a Complainant desires that an allegation be discussed on an entirely private and confidential basis, they may speak with one of the following Confidential Resources, who are not Responsible Employees and therefore not subject to mandatory reporting, unless an exception applies:

- New York campus: Counseling and Psychological Services mental health counselors, and/or Health Services providers
- California campus: mental health counselors/therapists
- Texas campus: To be determined by Student Affairs
- See the full list of SART and Confidential Resources for all campuses at <https://ciamainmenu.culinary.edu/student-services/titleIX/Documents/SART%20and%20Resource%20Contacts.pdf>

or

- Off-campus in all states: rape crisis resources, and/or clergy acting in the capacity of spiritual advisor.

On-campus licensed health services and mental health professionals' licensure requires confidentiality from reporting allegations of sex discrimination and harassment/assault while working in their professional capacities. **Neither the CIA nor the law requires that the private information shared by an individual with those working as Confidential Resources be shared with anyone except in circumstances (a) where there is risk of harm to self or others or (b) involving a minor.**

The on-campus licensed mental health professional shall provide individuals who disclose that they have been subjected to Prohibited Conduct with information as to how to file a complaint with the Title IX and Age Discrimination Act Coordinator or 504 Coordinator. The professional will put the individual in touch with the appropriate Coordinator upon request.

In cases of disclosures of Prohibited Conduct made to Confidential Resources, the CIA shall not be considered to have actionable knowledge of the incident or situation and therefore the Complainant should have no expectation of the matter being investigated or resolved by College authorities.

#### *4.b. Non-Confidential Reporting to Responsible Employees*

Although the CIA will protect the privacy of persons involved in an investigation to the greatest extent possible, once a Complaint has been filed, it is the CIA's responsibility to take appropriate action to resolve the situation. Certain categories of Employees (called Responsible Employees) are mandated reporters under this Policy, meaning that if they have been informed of alleged Prohibited Conduct, they must report it further.

CIA Employees working in the following departments or roles are considered Responsible Employees: Campus Safety, Deans, Directors, Faculty, Human Resources, Managers/Supervisors, Residential Life, and Student Affairs.

Responsible Employees are required to report any allegation of Prohibited Conduct, regardless of the wishes of the Reporter or alleged victim.

**Responsible Employees who become aware of an incident of Sexual Misconduct, including Sexual Harassment, and fail to report it to the Title IX Coordinator will be subject to disciplinary action.**

Employees who are not classified as Responsible Employees or Confidential Resources are strongly encouraged to report all instances of Prohibited Conduct to enable the CIA to remediate its effects and prevent further misconduct.

## 5. Reporting Options

Any Third Party who wishes to file a Complaint for violations of this Policy may contact the CIA's Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate.

For members of the CIA community, there are three primary ways to report concerns under this Policy: by telephone hotline, by electronic (Web-based) hotline, and in person.

**Important:** The telephone hotline and electronic hotline reporting options should *not* be used in case of an emergency because they *cannot* provide an immediate response in *real time*. **An emergency situation (including where an individual is at risk of harm to self or others) must be reported immediately to 911 or to CIA Campus Safety.**

### 5.a. By Telephone Hotline

#### **Available 365 days/year, 24 hours/day:**

Call the Telephone Hotline at (845) 905-4477 at any time and leave a message in the confidential voicemail box. Such messages are relayed electronically to appropriate individuals within the CIA for follow-up. This channel includes an anonymous option (without identifying the Reporter), but the CIA's ability to meaningfully investigate and pursue disciplinary action may be limited as a result.

### 5.b. By Web-based Hotline Submission

Available 365 days/year, 24 hours/day:

- **Internal (within the CIA) option:** choose the appropriate feature from the menu at <https://ciamainmenu.culinary.edu/Pages/Reporting.aspx>; or
- **Public option:** Go to <https://www.ciachef.edu/harassment-policy/> and follow the prompts to make a Complaint. Reports received by these means are relayed electronically to appropriate individuals within the CIA for follow-up. This channel includes an anonymous option (without identifying the Reporter), but the CIA's ability to meaningfully investigate and pursue disciplinary action may be limited as a result.

### 5.c. In Person

A variety of personnel are available for in-person reporting. See this link for SART information: <https://ciamainmenu.culinary.edu/student-services/titleIX/Documents/SART%20and%20Resource%20Contacts.pdf>

- All Campuses: Contact the Title IX and Age Discrimination Act Coordinator/Deputy Coordinator (see contact information above, Section B), the 504 Coordinator or Human Resources; see also Sexual Assault Response Teams (SART) below
- New York Campus: Contact Office of Student Affairs or Campus Safety
- California Campus: Contact Office of Student Affairs or Campus Safety
- Texas Campus: Contact Education Department
- Singapore Campus: Contact Managing Director

#### • **Additional Measures**

The CIA will also:

- Assist the Complainant in accessing other available victim advocacy, academic support, counseling, disability, and health or mental health services, as appropriate;

- Inform the Complainant of the right to report a crime to campus safety/security or local law enforcement – and provide the Complainant with assistance if requested.

The CIA will not require a Complainant to participate in any investigation or disciplinary proceeding, but the Complainant's lack of participation may compromise the CIA's ability to meaningfully investigate the allegations and pursue disciplinary action.

## F. INVESTIGATION AND ADJUDICATION PROCEDURES FOR COMPLAINTS OF SEXUAL HARASSMENT PROHIBITED BY TITLE IX ("Title IX DOE Grievance Process")

In May 2020, the United States Department of Education (DOE) promulgated new regulations governing Title IX. These regulations, which went into effect on August 14, 2020, mandate that the CIA adopt a specific definition of Title IX Sexual Harassment and a grievance process with respect to such conduct, as specified in the regulations. The definition of Sexual Harassment Prohibited by Title IX is narrower than the definition of sexual harassment under CIA policy and under other federal and state laws. Accordingly, conduct that does not meet the definition of Sexual Harassment Prohibited by Title IX may still violate this Policy.

If a determination is made at any stage of the process that the alleged conduct does not meet the substantive or jurisdictional definition of Sexual Harassment Prohibited by Title IX and the complaint is dismissed from this Title IX procedure, the allegations may be investigated and adjudicated under the "Procedures for Prohibited Conduct Other than Title IX Sexual Harassment" which are set forth below. In cases where allegations involving the same parties may constitute Sexual Harassment Prohibited by Title IX and other types of Prohibited Conduct, the CIA, at its discretion, may investigate and/or adjudicate those matters together under this

procedure or separately with the non-Title IX Prohibited Conduct addressed under the procedure for other types of Prohibited Conduct.

Note: HSMD investigations pending before August 14, 2020 will proceed under the prior HSMD Policy and procedures. In addition, the DOE regulations do not apply to new reports of sexual harassment if the underlying conduct occurred prior to August 14, 2020.

### 1. Supportive Measures

Supportive measures are non-disciplinary and non-punitive services that are intended to provide support and facilitate access to the CIA's education program and activities. Complainants who report allegations that could constitute Sexual Harassment Prohibited by Title IX are entitled to receive supportive measures from the CIA regardless of whether they choose to file a formal complaint. These supportive measures may include, as appropriate:

- counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

**Request for Review and Modification:** Student Complainants and Respondents may request review and modification of any supportive measure(s) that directly impact them, including review of the need for and terms of the measure(s), by submitting a request in writing to the Title IX and Age Discrimination Act Coordinator along with any evidence they wish to present. In the event the measure impacts the other party, they will be given an opportunity to state their position and present

evidence as appropriate. The Title IX and Age Discrimination Act Coordinator or designee will review the submissions and make a determination.

Because the CIA is under a continuing obligation to address the issue of Sexual Violence campus-wide, reports of Sexual Violence (including non-identifying reports) will also prompt the CIA to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

## 2. Removal of Respondent from the CIA Community

### 1. **Emergency Removal of Student-Respondent**

The CIA may remove a student-respondent from the CIA's program or activity on an emergency basis, where the CIA determines, after an individualized analysis, that the individual poses an immediate threat to the physical health or safety of any student or other individual arising out of the allegations of Title IX Sexual Harassment, justifying removal.

If the CIA determines such removal is necessary, the respondent will be provided notice and an opportunity to request review and modification of the decision immediately following the removal, as set forth above.

#### 1.

The CIA may place a non-student employee respondent on administrative leave without pay during the Title IX Grievance Process, subject to the terms and conditions of any applicable Collective Bargaining Agreement.

## 3. Formal Complaint

For the purposes of this Title IX DOE Grievance Process, "formal complaint" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. The formal complaint instead may be signed by the CIA's Title IX Coordinator, but in that case, the Title IX Coordinator is not a complainant or otherwise a party to the complaint.

To file a Formal Complaint, a complainant must allege sexual harassment against an alleged harasser and request that the CIA investigate the allegation(s). At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the CIA, including as an employee. The formal complaint should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant believes may be relevant to the investigation. A complaint should not be delayed if such sources of information are unknown or unavailable. **The CIA reserves the right, at its sole discretion to utilize the investigation and adjudication procedures for Prohibited Conduct Other Than Title IX Sexual Harassment, below to address complaints from complainants who are not currently participating or attempting to participate in the educational programs or activities of the CIA.** The Title IX Coordinator may determine a Formal Complaint is necessary even if the complainant chooses not to file the complaint, in which case the CIA will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued pursuant to these procedures. The factors considered when determining whether the

Title IX Coordinator will file a Formal Complaint without the cooperation of the Complainant may be found in Appendix I: *"Requests by Student-Complainants Not to Investigate or Take Disciplinary Action in Cases of Sexual Misconduct."*

#### 4. Assessing Title IX Jurisdiction & Dismissal

##### 4.a Mandatory Dismissal

The Title IX Coordinator or his designee will review the formal complaint to determine whether the jurisdiction is appropriate under the Title IX procedure. In so doing, the Title IX Coordinator will assess whether:

1. The conduct is alleged to have occurred in the United States;
2. The conduct is alleged to have occurred in the CIA's education program or activity; and
3. If proven, the alleged conduct would constitute Sexual Harassment Prohibited by Title IX as defined by the Department of Education.

If all of the elements are met, the CIA will investigate the allegations in accordance with the Title IX procedure. If all of the elements are not met, then the Title IX Coordinator must issue a Notice of Dismissal from the Title IX procedure. The Notice of Dismissal will be sent to the Complainant(s) and Respondent(s) either simultaneously with or after the Notice of Allegations.

##### 4.b Discretionary Dismissal

The Title IX Coordinator may dismiss a formal complaint or any allegations at any time if:

1. The complainant notifies the Title IX Coordinator in writing of a desire to withdraw the allegations;
2. The respondent is no longer enrolled as a student or employed by the CIA[3];
3. The institution determines in its discretion that it will be unable to gather evidence sufficient to

reach a determination due to specific circumstances outside the control of the parties or the CIA.

Each party will have an opportunity to appeal a dismissal determination in accordance with the procedure listed under Title IX Appeals below.

If a complaint is dismissed from the Title IX procedure, the Title IX Coordinator may refer the complaint to be addressed under the Investigation and Adjudication Procedures for Prohibited Conduct Other than Title IX Sexual Harassment, which are listed below in the policy.

#### 5.Consolidation of Complaints

The Title IX Coordinator or designee may consolidate multiple cases and/or incidents to resolve as a single case through the formal resolution process when the cases arise out of the same set of facts and circumstances, including situations where:

- There are allegations from multiple complainants against the same respondent;
- There are allegations from the same complainant against multiple respondents that arise out of the same set of facts and circumstances
- The respondent has filed a complaint against the complainant.

#### 6.Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to the Complainant(s) and Respondent(s) as soon as practicable after receiving a Formal Complaint of the allegations, absent extenuating circumstances. The notifications will be sent to the parties' institutional email accounts if they are students or employees or by other reasonable means if they are neither students nor employees.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

### **6.a Contents of Notice**

The Notice of Allegations will include the following:

- Notice of the CIA's Title IX Grievance Procedure and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, including sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting Title IX sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.
- A statement that the CIA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

### **6.b Updated Notice**

In some instances, additional allegations may arise during the course of the investigation that were not

known at the time the Notice of Allegations was issued. In the event that occurs, the CIA may elect to add those allegations to the existing investigation. If so, the institution will notify the parties of the additional allegations using their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

### **7. Notice of Meetings and Interviews**

The CIA will provide written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party expected to attend, with sufficient time for the party to prepare to participate.

### **8. Advisors of Choice**

The Parties may each be accompanied during any meeting, interview, or hearing by a single advisor of their choice, who may be an attorney. Other than at the hearing, advisors may speak privately to their advisee during any such meeting or proceeding but may not present evidence or otherwise participate in the interview or meeting. During a Hearing, the advisor will be permitted to cross-examine witnesses and address the Hearing Officer in connection with that cross-examination but will not otherwise be permitted to address the Hearing Officer. A party may request a brief recess to consult with their advisor, which may be granted at the discretion of the Investigator or Hearing Officer. An advisor who is disruptive and fails to comply with the participation boundaries may be removed from any meeting, interview or hearing and may be barred from future meetings, interviews or hearing in the matter.

Provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules, the CIA will

engage in best efforts to accommodate the advisors' schedules. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The CIA will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the CIA.

### 1. **Voluntary Informal Resolution-Mediation**

In certain circumstances, it may be possible for a formal complaint to be resolved through informal resolution. The CIA offers a mediated resolution option for parties, in which the Title IX Coordinator will appoint a mediator, who will suggest a resolution to the parties, which they may accept or reject. The CIA reserves the right to determine that informal resolution is not appropriate in any given circumstance. Informal resolution is not available for cases involving an allegation that an employee sexually harassed a student.

Prior to beginning the informal resolution process, the parties must voluntarily provide written consent to participate, acknowledging that: (1) once a resolution is agreed upon, the parties will be precluded from resuming a formal complaint arising from the same allegations, absent exceptional circumstances; (2) at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and (3) any consequences resulting from participating in the informal resolution process, including the records that will be maintained, could be shared.

The CIA will not compel any party to engage in mediation or require the parties to have direct contact with one another. Participation in the informal resolution procedure is voluntary, and either party can request to discontinue the informal

resolution process at any time. Once a resolution is mutually agreed upon, the complaint will be deemed resolved.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Records relating to informal resolutions may also be placed in the personnel files of employee complainants and respondents. Statements made by either party during the course of the informal resolution process are considered confidential and inadmissible in any investigation or hearing, regardless of the outcome of the informal resolution process.

### 1. **Process Free from Bias or Conflict of Interest**

Both the Complainant and the Respondent have the right to have a fair and impartial investigation, determination and appeal. If either party has any reason to believe that the Investigator, the Title IX Coordinator, or any of the Hearing or Appeals Officers has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for their concern.

- Regarding the Investigator or the Hearing Officer, to the Title IX Coordinator; and
- Regarding the Title IX Coordinator, to the 504 Coordinator.

The other party will be provided with a copy of the letter and will have an opportunity to respond. Based upon those submissions and any independent inquiry the decision-maker may choose to make, if it is determined that a conflict of interest exists, another individual will be appointed to take on the role of the conflicted person. If it is found that no conflict of interest exists, the individual will continue in their role. Concerns regarding conflicts of interest should be raised as soon as they are identified and whenever possible before the allegedly conflicted

person renders a determination, for example, prior to the submission of the investigative report, the Hearing Officer's determination, or the appeal decision.

### 1. Investigation

The Title IX Coordinator working with the appropriate CIA office will assign an Investigator or Investigative Team. The Investigator/Investigative Team will direct the investigative process and confer with the Title IX Coordinator as appropriate. The investigation will be prompt, thorough, and impartial.

There will be no Retaliation against any individual for filing a Complaint and/or for assisting, testifying, or participating in the investigation of a Complaint.

All Complaints will be kept private and disclosed only to the extent necessary for a thorough investigation.

Each party will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

The Investigator will take the following steps:

- Thoroughly review the Complaint and all supporting documentation and evidence.
- Interview both the Complainant(s) and the Respondent(s).
- Give both parties the opportunity to identify witnesses and provide relevant documentary and physical evidence. (This may include, but is not limited to, texts, emails, photos, social media posts, voicemail messages, etc.)
- The Investigator will contact witnesses who may have relevant information and engage in good

faith efforts to meet with the witnesses. If a witness is not cooperative, the Investigator will not unreasonably delay the investigation.

- The Investigator has the discretion to identify and interview witnesses who were not identified by any party.
- The Investigator has the discretion not to interview a suggested witness where none of the information the party indicates that the witness can share would be relevant in the Investigator's judgment.
- Exclude from consideration information about the romantic or sexual history of either the Complainant or the Respondent, except as to prove that someone other than the respondent committed the conduct alleged by the complainant or with respect to the parties' shared sexual history when offered to prove consent. If either party offers such information, the other will have the right to respond.
- Exclude from consideration medical records and information, including mental health history or treatment, absent a waiver from the individual who is the subject of the medical record.
- Exclude from consideration information protected under a legally recognized privilege such as the attorney-client privilege unless the person holding such privilege has waived the privilege.

### 1. Parties' Review of Investigative Materials

Once the investigation has concluded, the Investigator, in conjunction with the Title IX Coordinator or designee, shall gather all evidence that is directly related to the allegations. Unless otherwise prohibited by law, the Title IX Coordinator or designee shall make electronic copies of the evidence available to the parties and their advisors. Given the confidential nature of the materials and proceeding, the parties and their advisors will be required to sign a non-disclosure agreement not to disseminate any of the evidence subject to inspection and review and not to use the evidence for any purpose other than the Title IX Grievance Process. Any violation of the non-disclosure

agreement may result in additional misconduct charges against a party, a report to an attorney's professional licensing board, or other legal action.

The parties may then review the information gathered. Both will have an opportunity to respond in writing to this information within ten [10] business days.

### 1. Investigative Report

The Investigator will consider the parties' responses in completing the final investigative report, which will compile all relevant evidence. The report will be provided to the parties no later than ten business days before any hearing on the formal complaint and before any pre-hearing meeting. The final investigative report will be redacted for information that is irrelevant or privileged. Unless otherwise prohibited by law, the Title IX Coordinator or designee shall make electronic copies of the evidence available to the parties and their advisors. The parties shall have the opportunity to provide any written response to the investigative report to the Title IX Coordinator within five business days of receipt. The parties may request to review the other party's written response statements once they have been submitted.

If at any stage following the submission of the parties' responses new evidence directly related to the allegations is gathered, it will be shared with the parties and their advisors in line with the parameters set forth above. The parties will have an opportunity to submit an additional written response within a time frame determined by the Title IX Coordinator or designee. The parties may request to review the other party's written response statements once they have been submitted, but they will not be permitted to submit any further written response.

c. When Parties Decline to Participate

If the Complainant or the Respondent chooses not to cooperate in the investigation, the Investigator will still complete the investigation and prepare a formal report based solely upon the information available. No adverse inference will be made as a result of a Complainant or Respondent's decision not to participate in the investigation.

If the Complainant chooses to withdraw the Complaint prior to the completion of the investigation, the Title IX Coordinator or designee will determine whether to continue to pursue the Complaint considering the factors outlined above under *Requests by Complainants Not to Investigate or Take Disciplinary Action*.

### 1. Hearing

Prior to taking any disciplinary action with respect to Title IX Sexual Harassment, the CIA will hold a live hearing. The parties cannot waive the right to a live hearing. The live hearing may be conducted with all parties physically present in the same physical location, or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and/or other participants may appear at the live hearing virtually through a remote conferencing platform. This technology will enable participants simultaneously to see and hear each other. In the event of technological difficulties outside the parties' control, the CIA may delay or adjourn a hearing. Any party who wishes to participate remotely may submit such a request to the Title IX Coordinator with an explanation for the request.

The CIA may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the CIA will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

The hearing will be recorded through audio recording. That recording or transcript will be made available to the parties for inspection and review, provided that they and their advisors have signed a non-disclosure agreement not to disseminate the hearing recording or use it for any purpose other than the Title IX grievance process. Any violation of the non-disclosure agreement may result in additional misconduct charges against a party, a report to an attorney's professional licensing board, or other legal action.

The deliberations of the Hearing Officer will not be recorded.

### 1. **Evidence Not Previously Disclosed**

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Hearing Officer will consider this request and determine (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of meeting this burden by the preponderance of the evidence.

If the Hearing Officer determines that this standard is met, then the parties will be granted a reasonable period of time to review the evidence or prepare for questioning of the witness.

### 1. **Who can attend the Hearing?**

The Hearing is a private proceeding, and only the following individuals are permitted to participate:

- Complaint(s) and advisor(s)
- Respondent(s) and advisor(s)
- Hearing Officer
- Title IX Coordinator or designee at the Title IX Coordinator's discretion
- Investigator (as a witness if called)
- Witnesses (only while they are being questioned)
- CIA employees needed to provide technological support/assistance.
- Stenographer (if the hearing is being transcribed)

### 1. **Hearing Procedures**

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The Hearing Officer will begin the hearing by establishing the rules and expectations for the hearing;
- Each party will have an opportunity to give an opening statement. The statement will be presented by the party, not the party's advisor;
- The Hearing Officer will ask questions of the Parties;
- After the Hearing Officer questions a party, the other party's advisor will have an opportunity to cross-examine;
- The Hearing Officer will ask questions of each witness;
- After the Hearing Officer questions each witness, the parties' advisors will be given the opportunity to cross-examine that witness. The advisor of the party who suggested the witness will cross-examine that witness last.
- The Hearing Officer will have the authority to stop the proceedings at any time, including to ask additional follow-up questions during cross-examination, to enforce the rules of decorum, or for any other reason.
- Should the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a

written or oral statement to the Hearing Officer. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the Party.

- The Hearing Officer may not consider the statements of any witness, including a party, who does not submit to cross-examination, even where such statements are contained in other evidence (i.e. emails, text messages, social media postings, etc.). Evidence that does not constitute a "statement" may be considered regardless of whether the witness is subjected to cross-examination. A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.
- The CIA will not threaten, coerce, intimidate or discriminate against any party in an attempt to secure the party's participation.
- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.
- Prior to the conclusion of the hearing, the parties may each make an impact statement.

#### 1. *The Hearing Officer*

- The Hearing Officer will be an individual who has received training on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The Hearing Officer will not have any bias for or against either party or any other conflict of interest.

- Neither the Title IX Coordinator, the Investigator, nor any parties' advisor can serve as the Hearing Officer.

#### 1. *Advisor of choice*

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, the CIA will provide an advisor to appear on behalf of the non-appearing party.

#### 1. **Live Cross-Examination**

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including questions that challenge credibility, directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by Hearing Officer may be deemed irrelevant if they have been asked and answered.

#### 1. **Review of Hearing Recording**

The recording of the hearing will be available for review by the parties within seven [7] business days, unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

## 1. **Determination Regarding Responsibility**

### **h.1 Standard of Proof**

The CIA uses the preponderance of the evidence standard. This means that the Hearing Officer assesses whether it is more likely than not that a violation of the Policy occurred.

### **h.2 General Considerations for Evaluating Testimony and Evidence**

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness's credibility based on the party or witness's status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

The weight given to any evidence will not vary based upon whether it is inculpatory or exculpatory (i.e. tending to prove or disprove the allegations).

Unless barred by the cross-examination requirements, a witness's testimony regarding indirect knowledge of the facts at issue will be considered but will generally be accorded less weight than testimony regarding direct knowledge of specific facts that occurred.

Title IX regulations require that the CIA allow parties to call "expert witnesses" for direct and cross examination. The CIA does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be cross-examined, the Hearing Officer will afford greater weight to the testimony of fact witnesses than to the non-factual testimony of the expert or to the expert's testimony that is not directed to the specific facts of the case.

Where a party or witness's conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Officer may draw an adverse inference as to that party or witness's credibility.

### **h3 Sanctions**

Once the Hearing Officer makes a determination regarding responsibility with respect to each allegation, the Hearing Officer will notify the appropriate decision-maker who will determine sanctions ("Sanctions Decision-Maker"). The Sanctions Decision-Maker will differ based upon the identity of the respondent, as follows:

For Students – Dean of Student Affairs

For Faculty – Academic School Dean or Branch Campus Academic Director

For Academic Administrators – Vice President of Academic Affairs

For all other Employees – Department Head in consultation with Human Resources.

The Sanctions Decision-Maker will notify the Hearing Officer as to the sanction(s) and the rationale for the sanction(s). The Hearing Officer will include the sanctions and rationale in the hearing determination, as set forth below.

#### **h.4 Contents of Hearing Determination**

The Hearing Officer will issue a written determination simultaneously to all parties through their institutional email account, or other reasonable means as necessary. Absent extenuating circumstances, the Determination will be issued within ten (10) business days of the completion of the Hearing. The Determination will include:

1. A recitation of the allegations potentially constituting Title IX Sexual Harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of this policy, if any, the respondent has or has not violated.
5. For each allegation:
  1. A statement of, and rationale for, a determination regarding responsibility;
  2. A statement of, and rationale for, any disciplinary sanctions being imposed on the respondent; and
  3. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the CIA's education program or activity will be provided to the complainant; and
6. The procedures and permitted grounds for the complainant and respondent to appeal (described below in "Appeal").
7. **Appeal**

If a Respondent or Complainant does not accept the findings of the Hearing Officer, the party may request an appeal through the following

procedures. The request for appeal must be submitted within five (5) Business Days of receipt of the Hearing Officer's decision.

Appeals are not intended to be full re-hearings or the basis for a new investigation of the Complaint. The Appeals Officer may accept or modify the original decision. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. All Appeals shall be heard by an Appeals Officer, except that in New York State, a Student Appeal shall be heard by an Appeals Panel. The Appeal Officer/Panel's decision to deny a requested outcome on appeal is final.

The ONLY grounds for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal that could have affected the outcome of the matter;
- The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

Any party who files an appeal must do so in writing to the Title IX Coordinator. The request for appeal will then be forwarded to an appointed Appeals Officer for review. The Appeals Officer shall be a person not previously involved in the process. The non-appealing party will be given an opportunity to review the written appeal and submit a written response not to exceed ten (10) pages within five (5) business days. In cases of alleged Sexual Assault, Domestic Violence, Dating Violence or Stalking involving a Student in New York, the appeal will be reviewed by a panel of three (3) persons. The appeal panel's determination need not be unanimous but, at least two of the panel members must agree on the outcome.

If the Appeals Officer or Panel (in New York State on student cases only) determines that a procedural error occurred, they may return the original Complaint to the Hearing Officer with instructions to reconvene to remedy the error. The results of a reconvened hearing cannot be appealed.

In rare cases, where the error cannot be remedied by the original Hearing Officer (as in cases of bias), the Appeals Officer may order a new Hearing with a new Hearing Officer appointed by the Title IX Coordinator as appropriate. The results of a new hearing with a new Hearing Officer can be appealed once on the grounds for appeal listed above.

The Appeals Officer/Panel may in their discretion suspend any sanctions imposed by the Hearing Officer during the pendency of the appeal and/or any new Hearing of the original Complaint.

The Appeals Officer/Panel will render a written decision on the appeal to all parties within twenty-one (21) Business Days from receipt of the request for appeal. The decision on appeal, which will include the rationale for the decision, will be delivered to the parties simultaneously via their institutional email account or other reasonable means.

In cases of Sexual Assault, Domestic Violence, Dating Violence or Stalking, if neither party submits a written appeal within five (5) Business Days of receipt of the Hearing Officer's decisions, the Title IX Coordinator, as appropriate, will provide the parties with written notification that the Hearing Officer's decision is final. In cases involving all other kinds of alleged Title IX Sexual Harassment, the decision will be deemed final upon expiration of the period of time to appeal and no written notice will be provided.

## G. INVESTIGATION AND ADJUDICATION PROCEDURES FOR PROHIBITED CONDUCT OTHER THAN TITLE IX DOE SEXUAL HARASSMENT.

### 1. Resolution Procedures and Safeguards

#### 1.a. *Informal Resolution Process*

In certain circumstances, when it is acceptable to both parties, it may be possible for a Complainant to resolve a concern through an informal resolution

procedure. The CIA offers a mediated resolution option for parties, in which the Title IX and Age Discrimination Act Coordinator will appoint a mediator, who will suggest a resolution to the parties, which they may accept or reject.

In resolving any problem or issue as outlined above, the CIA does not require either party to communicate directly with the other.

All Complainants should take the following steps when formally reporting an incident of Prohibited Conduct:

- Submit a formal Complaint using any of the reporting channels outlined above including: the Complainant's name and contact information; a description of the alleged incident(s) or behavior, who specifically was involved, when and where it occurred, and the desired remedy sought. As much detail as possible should be provided regarding the alleged incident (who, what, when, where, why, and how).
- Provide, if possible, any supporting documentation and evidence of the allegations that are immediately available. These items should be referenced within the body of the formal Complaint.
- Submit any additional supporting materials as quickly as is possible.

If the Complainant reports the incident orally (by speaking) rather than in writing, the Title IX and Age Discrimination Act Coordinator or the 504 Coordinator, as appropriate, or designee, shall prepare a written statement outlining the alleged incident and the nature of the Prohibited Conduct, which shall form the basis of the Complaint and subsequent investigation. The Complainant will be asked to review and sign the written statement.

After reviewing the Complaint, the Title IX Coordinator and Age Discrimination Act Coordinator, 504 Coordinator, or the lead Investigator in consultation with the Title IX Coordinator, may take interim protective measures to protect the safety and well-being of the individuals involved and the CIA Community.

The CIA determines which measures are appropriate on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep a Complainant safe and ensure their equal access to CIA programs and activities. If the Complainant identifies an interim measure that is not already provided, the CIA will consider whether the request can be granted. The CIA is obligated to comply with a Student's reasonable request for a living or academic change following an alleged incident of Sexual Violence. These changes can happen regardless of a formal Complaint, investigation, or campus or criminal charges. In those instances where interim measures affect both the Complainant and the Respondent, the CIA will minimize the burden on the Complainant wherever appropriate.

Interim protective action is temporary and only in effect until the investigative process is complete and a decision is rendered. Available interim protective measures include, but are not limited to:

- An order directing the parties not to contact one another;
- Changes in housing accommodations;
- Temporary loss of housing privileges;
- Changes in academic schedule or other academic accommodations;
- Changes in CIA work schedule, location or reporting line;
- Changes in transportation arrangements;
- Campus restrictions;
- An escort; and/or
- Interim suspension.

These actions may be instituted at any point during the investigative process. Complainants and Respondents are encouraged to request interim protective measures when needed.

The CIA may place a non-student employee respondent on administrative leave without pay during this Grievance Process, subject to the terms and conditions of any applicable Collective Bargaining Agreement.

Protective measures will be kept confidential to the extent possible. Only those individuals who need to be informed in order to effectuate the measures will be informed. For instance, if a party requests a change in work schedule, their supervisor(s) will need to be informed in order to effectuate the change.

Student Complainants and Respondents may request review and modification of any interim protective measure(s) that directly impact them, including review of the need for and terms of the protective measure(s), by submitting a request in writing to the Title IX and Age Discrimination Act Coordinator along with any evidence they wish to present. In the event the measure impacts the other party, they will be given an opportunity to state their position and present evidence as appropriate. The Title IX and Age Discrimination Act Coordinator or designee will review the submissions and make a determination.

Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered, or they may be continued to assist the Complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Failure to comply with a directive relating to a protective measure may lead to further disciplinary action.

In addition to the measures that the CIA may take, law enforcement may be able to assist in obtaining additional protections, such as a restraining order or order of protection. The CIA can assist students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

#### *1.d. Retaliation Prohibited*

CIA policy as well as federal and state laws prohibit Retaliation against any individual for making a good faith Complaint of Prohibited Conduct or for serving as a witness or otherwise providing information in connection with a Complaint of Prohibited Conduct. Incidents of Retaliation will be treated as separate violations of CIA policy and will be thoroughly investigated. Those persons found to have engaged in Retaliation will be subject to disciplinary action.

1.

Both the Complainant and the Respondent have the right to have a fair and impartial investigation, determination and appeal. If either party has any reason to believe that the Investigator, the Title IX and Age Discrimination Act Coordinator, the 504 Coordinator or any of the Hearing or Appeals Officers has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for their concern.

- Regarding the Investigator or the Hearing Officer, to the Title IX and Age Discrimination Act Coordinator or 504 Coordinator;
- Regarding the Title IX and Age Discrimination Act Coordinator, to the 504 Coordinator; and
- Regarding the 504 Coordinator, to the Title IX and Age Discrimination Act Coordinator.

The other party will be provided with a copy of the letter and will have an opportunity to respond. Based upon those submissions and any independent inquiry the decision-maker may choose to make, if it is determined that a conflict of interest exists, another individual will be appointed to take on the role of the conflicted person. If it is found that no conflict of interest exists, the individual will continue in their role. Concerns regarding conflicts of interest should be raised as soon as they are identified and before the allegedly conflicted person renders a

determination, for example, prior to the submission of the investigative report, the Hearing Officer's determination, or the appeal decision.

## 1. Investigative and Disciplinary Procedures

For the purposes of this Policy, the following protocol will be applied to all Complaints of Prohibited Conduct, unless indicated otherwise herein. Elements of the protocol are organized as follows: Investigative Process; Investigative Findings; Sanctions; Hearings; and Appeals.

### 3.a. Investigative Process

The following process shall apply to all investigations conducted under this policy.

Upon receipt of a Complaint, the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate, working with the appropriate CIA office, will open a formal case file and assign an Investigator. The Investigator will direct the investigative process and confer with the Title IX and Age Discrimination Act Coordinator and/or 504 Coordinator as appropriate on interim protective measures and/or other necessary short-term actions.

There will be no Retaliation against any individual for filing a Complaint and/or for assisting, testifying, or participating in the investigation of a Complaint.

All Complaints will be kept private and disclosed only to the extent necessary for a thorough investigation.

During the course of an investigation, certain investigative procedures may take place which include, but are not limited to, the following:

An initial meeting with the Respondent will be held by the Title IX and Age Discrimination Act Coordinator, 504 Coordinator, or designee to inform them that a formal complaint has been filed against them and to explain the nature of the allegations.

The Respondent and Complainant may be accompanied during any meeting or proceeding by a single advisor of their choice. Advisors may speak privately to their advisee during any such meeting or proceeding. Either party may request a brief recess to consult with their advisor, which may be granted at the discretion of the Investigator or Hearing Officer conducting the meeting or proceeding. Advisors may not present evidence, present witnesses, or otherwise participate in any meeting or proceeding. The advisor may be an attorney in cases involving allegations of Sexual Violence only.

A formal investigation will be commenced, usually within ten (10) Business Days after the Complaint is made. The Investigator will take the following steps:

- Thoroughly review the Complaint and all supporting documentation and evidence.
- Confirm the identity and contact information of the Complainant.
- Meet with the Complainant.
- In coordination with the Title IX and Age Discrimination Act Coordinator, or 504 Coordinator if appropriate, initiate any necessary interim protective measures.
- Commence a thorough, reliable and impartial investigation, which may include developing an investigative plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent.
- Give both the Complainant and the Respondent the opportunity to identify witnesses and provide relevant documentary and physical evidence. (This may include, but is not limited to, texts, emails,

photos, social media posts, voicemail messages, etc.) The Investigator will have sole discretion as to whether to interview suggested witnesses.

·Where the Complainant is a Third Party, the Investigator will make a good faith effort to contact and interview them and/or obtain a written statement along with any materials that may support the Investigation.

·Contact or request meeting(s) with other person who may be able to provide additional relevant information.

- Exclude from consideration information about the romantic or sexual history of either the Complainant or the Respondent, except as provided by the Complainant or Respondent relating to their shared history. If either party offers such information, the other will have the right to respond.
- Consider objections raised by either party exercising their right to object to the Investigator's consideration of their own mental health history or treatment. In the event such an objection is raised, the Investigator will neither gather nor consider information regarding mental health diagnosis or treatment.

·Exclude information about prior alleged misconduct, if the Respondent is a student.

·Make a finding, based on a preponderance of the evidence, whether a policy violation is more likely than not to have occurred.

No audio or video recording of any kind of the proceedings under this Policy is permitted by any party, unless circumstances require such accommodations. The decision to permit an accommodation will be made by the Investigator and the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate.

In their discretion, the Investigator may set behavioral guidelines for or remove a disruptive person from a meeting being held under their authority, and/or may bar such person from future meetings in the matter.

The Investigator will normally complete the investigation within sixty (60) Business Days after the investigation is commenced. The Investigator will then issue a formal report detailing the results of the investigation and recommended corrective action, if any, for consideration by the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate.

The formal report, and any additional supporting documentation, is to be shared with the Title IX and Age Discrimination Act Coordinator or 504 Coordinator, as appropriate, who may share its contents with appropriate CIA administrative personnel and/or legal counsel as needed. Except in cases of Sexual Violence, as described below, the contents of the final report and supporting documentation will not be shared with the Respondent or Complainant in written format and is the sole property of the CIA.

If the Complainant or the student Respondent chooses not to cooperate in the investigation, the Investigator will still complete the investigation and prepare a formal report based solely upon the information available. No adverse inference will be made as a result of a Complainant or Student Respondent's decision not to participate in the investigation. Employee Respondents who refuse to cooperate in the investigation may be subject to disciplinary action, up to and including dismissal. A Nonemployee Worker Respondent's refusal to cooperate in the investigation will result in appropriate action, up to and including removal from campus and/or termination of the individual's relationship with the CIA.

If the Complainant chooses to withdraw the Complaint prior to the completion of the investigation, the Title IX and Age Discrimination Act Coordinator or 504 Coordinator will determine whether to continue to pursue the Complaint considering the factors outlined above under *Requests by Complainants Not to Investigate or Take Disciplinary Action*.

### *3.b. Investigative Findings*

The following procedures will be used at the conclusion of an investigation.

Within fifteen (15) Business Days of the conclusion of the investigation the Investigator will provide a final report of their findings to the Title IX and Age Discrimination Act Coordinator or 504 Coordinator, as appropriate, for review and consideration.

Within fifteen (15) Business Days of receipt of the final report, the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate will provide the Complainant and Respondent with written notice of the findings of the investigation. In cases of Sexual Violence, the parties will be provided with written notice of the date, time, location and factual allegations concerning the violation as well as the possible sanctions.

The Title IX and Age Discrimination Act Coordinator or 504 Coordinator or a designee may also hold individual meetings with the Complainant and Respondent as necessary to review the investigative findings. In cases of alleged Sexual Violence, the parties will each have an opportunity to review the investigative report but will not be provided with a copy of the report and will not be permitted to take photographs or make a copy of it.

### *10.c. Sanctions*

If both parties accept the findings and there is found to be no violation, the matter will be closed.

If both parties accept the findings and a violation has been found to have occurred, the appropriate office (depending on the identity of the Respondent, as set forth below) will impose sanctions in writing for the

violation, after consultation with the Title IX and Age Discrimination Act Coordinator, or 504 Coordinator, if appropriate. The following offices shall be responsible for recommending and/or imposing disciplinary sanctions:

For Students – Dean of Student Affairs

For Faculty – Academic School Dean or Branch Campus Academic Director

For Academic Administrators – Vice President of Academic Affairs

For all other Employees – Department Head in consultation with Human Resources.

Nonemployee Workers who are found responsible for violating the policy will not be permitted to continue to provide services at the CIA.

Nothing herein shall prevent the Title IX Coordinator from consulting with Human Resources regarding possible sanctions in any matter involving any CIA employee.

In cases of Sexual Violence where the Complainant is a Student, the parties may submit an impact statement describing how the matter and/or possible sanctions affect them. The impact statement must be submitted within five (5) days of receiving notification that the parties have accepted the findings and prior to a sanctions determination being made.

In cases of Sexual Harassment or Sexual Exploitation, the Complainant will be informed of any sanctions placed upon the Respondent that directly affect the Complainant. In cases of Sexual Violence, the Complainant will be informed of all sanctions imposed upon the Respondent.

If either or both the Respondent or Complainant reject the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act Coordinator, or 504 Coordinator if appropriate in writing within five (5) Business Days of receiving the notification of the investigative outcome. Nonemployee Workers do not have the right to reject the findings of the investigation or request a hearing or appeal.

#### *10.d. Hearing*

Where the Respondent or Complainant has rejected the findings of the investigation (in whole or in part), a Hearing Officer[4] will be appointed by the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate. The Hearing Officer will be charged with making a final ruling following the Hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this Policy.

Within twenty-one (21) Business Days of a party's rejection of the investigative findings, the Hearing will be held. The purpose of this hearing will be to provide an equitable process, respecting the civil and legal rights of all participants, for resolution.

The Hearing does not include a review of any interim protective measures or proposed sanctions. The Hearing Officer will be charged only with considering the Investigator's findings in light of any additional evidence presented by the parties.

Except in cases of Sexual Violence, the Hearing Officer will meet with each party separately, and the parties will not be present at any meeting that the Hearing Officer elects to have with a witness. In cases of Sexual Violence only, the parties will have the opportunity to be present (either in person or via telephone) when the Hearing Officer questions the other party or witnesses. If the parties are not comfortable being in the same room together,

appropriate arrangements will be made. At no time will a party be permitted to question another party or witness.

Through the hearing process, the parties will be provided:

- The opportunity to meet with the Hearing Officer to address the Investigator's findings and to speak and present evidence on their own behalf;
- The opportunity to be accompanied by an advisor or support person. In cases of Sexual Violence, the advisor can be an attorney; in all other cases, Employees (faculty and staff) are limited to advisors from the CIA Community;
- The opportunity to identify witnesses to the Hearing Officer who can speak about the alleged conduct at issue[5]; and
- The opportunity to raise issues and/or questions for the Hearing Officer to consider and/or to review with the Investigators, the Complainant, or other witnesses.
- The opportunity to present an impact statement.

The Hearing Officer will provide a final report to the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate. This final report shall include specific findings of fact and a determination whether the Respondent violated this Policy.

If it is determined that the Respondent violated this policy, the Title IX and Age Discrimination Act Coordinator or 504 Coordinator shall refer the matter to the appropriate office (depending upon the status of the party), which will determine sanctions in consultation with the Title IX and Age Discrimination Act Coordinator, or 504 Coordinator, as appropriate.

All parties will be notified in writing within fourteen (14) Business Days of the final determination of the Hearing Officer. In cases of Sexual Harassment or

Sexual Exploitation, the Complainant will also be informed of any sanctions placed upon the Respondent that directly affect the Complainant. In cases of Sexual Violence, the Complainant will be informed of all sanctions imposed upon the Respondent.

#### ·Appeals

If a Respondent or Complainant does not accept the findings of the Hearing Officer, the party may request an appeal through the following procedures. The request for appeal must be submitted within five (5) Business Days of receipt of the Hearing Officer's decision.

Appeals are not intended to be full re-hearings or the basis for a new investigation of the Complaint. The Appeals Officer may accept or modify the original decision. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. The Appeal Officer's decision to deny a requested outcome on appeal is final.

The ONLY grounds for appeal are as follows:

(a)There was a procedural error that had a material impact on the outcome; and/or

(b)New evidence has come to light that was not previously available and that would alter the original determination.

Any party who files an appeal must do so in writing to the Title IX and Age Discrimination Act Coordinator or 504 Coordinator, as appropriate. The request for appeal will then be forwarded to an appointed Appeals Officer for review. The non-

appealing party will be given an opportunity to review the written appeal and submit a written response not to exceed ten (10) pages within five (5) business days. In cases of alleged Sexual Violence involving a Student in New York, the appeal will be reviewed by a panel of three (3) persons. The appeal panel's determination need not be unanimous but, at least two of the panel members must agree on the outcome.

If the Appeals Officer determines that a procedural error occurred, they may return the original Complaint to the Hearing Officer with instructions to reconvene to remedy the error. The results of a reconvened hearing cannot be appealed.

In rare cases, where the error cannot be remedied by the original Hearing Officer (as in cases of bias), the Appeals Officer may order a new Hearing with a new Hearing Officer appointed by the Title IX and Age Discrimination Act Coordinator or 504 Coordinator as appropriate. The results of a new hearing with a new Hearing Officer can be appealed once on the grounds for appeal listed above.

The Appeals Officer may in their discretion suspend any sanctions imposed by the Hearing Officer during the pendency of the appeal and/or any new Hearing of the original Complaint.

The Appeals Officer will render a written decision on the appeal to all parties within twenty-one (21) Business Days from receipt of the request for appeal.

In cases of Sexual Violence, if neither party submits a written appeal within five (5) Business Days of receipt of the Hearing Officer's decisions, the Title IX and Age Discrimination Act Coordinator or 504 Coordinator, as appropriate, will provide the parties with written notification that the Hearing Officer's decision is final. In cases involving all other kinds of

alleged Prohibited Conduct, the decision will be deemed final upon expiration of the period of time to appeal and no written notice will be provided.

Nonemployee Workers do not have the right to appeal.

#### ·Other Special Procedures and Provisions

##### *18.a. Attempted Violations*

In most circumstances, the CIA will treat attempts to commit any of the violations listed prohibited by this Policy as if those attempts had been completed.

##### *18.b. The CIA as Complainant*

As necessary, the CIA reserves the right to initiate a Complaint, to serve as Complainant, and to initiate conduct proceedings without the Complainant's formal Complaint of Prohibited Conduct.

##### *18.c. False Reports*

The CIA will not tolerate intentional false reporting of alleged Prohibited Conduct. It is a violation of the Student Code of Conduct or Employee Handbook to make an intentionally false report of any policy violation, and it may violate state criminal statutes and/or civil defamation laws. Sanctions for false reporting may include disciplinary action up to and including termination of employment, affiliation, or dismissal from the CIA.

##### *18.d. Notification of Outcomes*

The outcome of a Hearing is part of the educational record of a Student Respondent and is protected from release under FERPA. However, the CIA observes the following legal exceptions:

·Complainants bringing allegations of Sexual Violence have an absolute right to be informed of the outcome, essential findings, and sanctions of the Hearing, in writing, without condition or limitation.

·The CIA may release publicly the name, nature of the violation and the sanction for any Student who is found in violation of a CIA policy that is a "crime of violence," including but not limited to: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The CIA will release this information to the Complainant in any of these offenses regardless of the outcome.

#### 18.e. *Roles and Duties*

While this Policy indicates specific Employees, who will typically perform certain roles and duties, the CIA reserves the right to assign other Employees or engage outside individuals to perform any roles or duties as described in this policy.

#### ·Sanctions

The CIA reserves the right to take measures deemed necessary in response to a substantiated violation of this Policy in order to protect the rights and personal safety of Students, Employees, Nonemployee Workers and Third Parties. When a Student, Employee, Nonemployee Worker or Third Party is found to have violated this policy, serious sanctions may be imposed to reasonably ensure the rights and safety of the CIA Community.

Not all forms of Harassment and Discrimination will be deemed as equally serious offenses. The CIA reserves the right to impose different sanctions ranging from written warning to dismissal, depending on the severity of the offense.

#### 19.a. *Sanctions for Students*

When an investigation finds that a Student did not violate this Policy, but did violate the Student Code of Conduct, the case will be adjudicated through the process outlined in the Student Code of Conduct. In these cases, a Student is subject to the disciplinary and appeal process outlined in the Student Code of Conduct.

When an investigation finds that a Student violated this Policy and the Student Code of Conduct, the sanctions outlined below will be used. Such a Student is subject to the disciplinary and appeal process outlined in this Policy for substantiated violations of this Policy. The following sanctions may be imposed upon any Student found to have violated this Policy, singly or in any combination for one or more violations.

1. **Verbal Warning:** A verbal warning may occasionally be given to allow a Student to correct a violation in a timely manner.
2. **Written Warning:** A notice in writing informing a Student that the Student is violating or has violated college regulations, and warning that repeat violations will result in more severe disciplinary sanctions.
3. **Demerits:** One to twelve (12) demerits may be assessed for verified violations of [the Student Code of Conduct]. A Student is subject to suspension or expulsion from the CIA for an accumulation of 12 demerits within a twelve-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.
4. **Probation:** Probation for a designated time may be assigned. Probation may include specific directives that the Student is instructed

to follow, a warning that additional sanctions may be assigned for further violations, and a signed behavioral contract agreement. An accumulation of nine (9) demerits will result in a period of probation.

5. **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.
6. **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 of the 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.
7. **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.
8. **Community Restitution:** Work assignments for a specified number of hours may be given to provide a useful service to the college or local community.
9. **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.
10. **Loss of Housing:** Permanent separation of the Student from the residence halls may occur. Students expelled from the residence halls are not allowed to visit the residence halls or the grounds adjacent to them.
11. **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. The CIA may require drug testing by a treatment facility.
12. **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.

13. **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.
14. **Suspension:** Suspension from the CIA is often for fifteen (15) weeks to one year but may be for lesser or greater periods of time. Suspension may take effect immediately and includes suspension from classes, residence halls, and all campus visitations, unless specifically authorized. Any Student arrested by the civil authorities and charged with a felony may be immediately suspended from classes, pending further decision by the CIA. Suspension may result in the same loss of privileges as listed under Article III, Section B (1)(c): "Demerits" of the Student Code of Conduct.
15. **Expulsion:** Permanent separation of the Student from the CIA. Note: prior to June 1, 2016, disciplinary "Dismissal" is equivalent to "Expulsion."
16. **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 prohibit all forms of communication between Students: direct or indirect, written, electronic, or through a third party. 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. 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.
17. **No Trespass or Persona Non Grata Order:** An official notification that an individual is not permitted on the CIA 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.

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

19.b. *Transcript Notations:*

1. *New York State*

Any Student who is found responsible for Sexual Violence or any other crime of violence as described in the Clery Act and suspended will have a notation on their transcript indicating, "suspended after a finding of responsibility for a policy violation."

Any Student who is found responsible for Sexual Violence or any other crime of violence as described in the Clery Act and expelled will have a notation on their transcript indicating, "expelled after a finding of responsibility for a policy violation."

Any Student who withdraws from the CIA while a complaint of Sexual Violence is pending against them and declines to complete the investigative and disciplinary process will have a notation on their transcript indicating, "withdrew with conduct charges pending." If a finding of responsibility is vacated for any reason, the transcript notation will be removed.

Students shall have the right to seek the removal of a notation of suspension after one year has elapsed since the end of the suspension. Students wishing to request removal should submit a letter to the Title IX and Age Discrimination Act Coordinator setting forth the justification for removal. Notations of expulsion cannot be removed.

1. **Texas**

If a student is ineligible to reenroll at the CIA for a reason other than an academic or financial reason, the CIA shall include on the student's transcript a notation stating that the student is ineligible to reenroll in the institution for a reason other than an academic or financial reason.

Students shall have the right to request that the notation be removed in the event the student is later deemed eligible to reenroll at the CIA or where other similar good cause exists to remove the notation.

19.c. *Employees*

When the investigation finds that an Employee violated this Policy, the Employee will be made aware of all the potential sanctions. Sanctions may include, but not be limited to, written discipline, suspension and/or termination as appropriate to the findings and as set forth more fully in the CIA Employee Handbook. More serious findings of Sexual Violence will likely result in termination of employment if appropriate. Employees will be subject to the disciplinary and appeal process outlined in this Policy for substantiated violations of this Policy.

19.d. *Nonemployee Workers*

Nonemployee Workers who are found responsible for violating this policy will not be permitted to continue to provide services at the CIA and may be banned from campus.

## H. RESPONSIBLE CABINET MEMBERS

Vice President – Academic Affairs

Vice President – Finance and Administration

Associate Vice President and Dean, Student Affairs

## I. RELATED MATERIALS

Bystander Intervention; Evidence Preservation; Risk Reduction and Sexual Assault Prevention, Education and Training information at:  
<https://www.ciachef.edu/harassment-policy/>

The CIA Americans with Disabilities Act/504 Compliance Policy

The CIA Computer and Network Usage Policy

The CIA Employee Handbook

The CIA Fraternalization Policy

The CIA Protection of Minors Policy

The CIA Student Code of Conduct

The CIA Transcript Notation Policy

The CIA Whistleblower Policy

#### POLICY HISTORY

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**Policy Editorial Committee & Responsible Cabinet Member Approval to Proceed: 10/23/2018; 9/26/19 (Date)**

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**Policy Advisory Committee (PAG) Approval to Proceed: 7/12/2019; 9/12/2019 (nonsubstantive revisions); 9/26/19 (Texas update) 9/3/20 (Federal TIX regulation update)**

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**Board Approval to Proceed (if required), Date**

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**Cabinet Approval to Proceed: 8/1/2019; 9/26/19; 9/29/20**

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**Policy Revision Dates: 11/3/2015; 11/15/2016; 6/18/2018. Previous Addendum: 10/8/15; 6/9/2016; 9/23/2016. Further revised: 9/12/2019 (minor changes not requiring Cabinet approval). 9/29/20 (Federal Title IX Update)**

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**Scheduled Review Date: upon change in legislation requiring updates.**

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**Additional Resources and Procedures relating to Incidents of Sexual Misconduct**

1. *Sexual Assault Response Team (SART)*

A Sexual Assault Response Team (SART) is available at each CIA campus. SART Advisors are trained Employees who are first responders to complaints of Sexual Misconduct. They provide the Complainant with support and assistance, access to resources both on campus and off campus, as well as information about Sexual Assault, Dating Violence, Domestic Violence, and Stalking. For current campus-specific SART contact information, see

<https://ciamainmenu.culinary.edu/student-services/titleIX/Documents/SART%20and%20Resource%20Contacts.pdf> .

SART Advisors use a survivor-centered approach by providing the Complainant key information and letting them make decisions based on what feels comfortable. Upon initial contact, SART Advisors will:

- Provide information on immediate steps victims of sexual assault should take ([https://www.ciachef.edu/uploadedFiles/Pages/CIA\\_Policies/immediate-steps.pdf](https://www.ciachef.edu/uploadedFiles/Pages/CIA_Policies/immediate-steps.pdf))
- Offer information about resources the Complainant might use to address personal, medical, psychological, safety, and academic concerns related to the incident;
- Provide guidance on procedures to be followed and names to be contacted for gaining rapid access to these resources;
- Offer to make initial contacts with resource providers and to introduce the Complainant to appropriate contact people, both on and off campus;
- Clarify distinctions between campus, civil, and criminal adjudication procedures and offer to help the Complainant make initial contacts with appropriate offices on campus;
- Serve as a liaison with other members of SART who may share more extensive knowledge of particular resources that the Complainant is interested in pursuing; and
- Remain in close contact with the Title IX Coordinator to ensure a coordinated, timely and appropriate support system for the Complainant.

Acts of Sexual Violence are against the law. If an individual would like someone to assist them in contacting the police or to go with them to the police department, any of the following individuals at the CIA can help:

- Campus Safety/Security officials
- Title IX and Age Discrimination Act Coordinator or Deputy Coordinator
- Student Affairs staff members
- Human Resources representatives

Victims may report an incident to law enforcement regardless of whether they choose to report the incident to the CIA. Conversely, reporting an incident to the CIA does not require the Complainant to report the incident to law enforcement. The CIA reserves the right to report any crime to law enforcement, but as a general rule, will not alert law enforcement to an incident of sexual misconduct without the Complainant's permission, except where there is a serious and immediate threat to the campus community, when a minor is involved, or as otherwise required by law.

In addition to the protective measures that the CIA may take, law enforcement may be able to assist in obtaining additional protections, such as an order of protection or restraining order. The CIA can assist Students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

The CIA maintains a Memorandum of Understanding ("MOU") with local law enforcement at each of its domestic campuses to ensure cooperation between local law enforcement, Campus Safety and the Title IX Coordinator during the course of an investigation.

The CIA will investigate an alleged violation of this Policy regardless of whether a criminal investigation is being conducted. In the event a criminal investigation is conducted into events that are the subject of an investigation under this Policy, the CIA will not delay its investigation unless specifically requested by law enforcement. Even then, the investigation will not be delayed more than ten (10) days, absent extraordinary circumstances.

1. *Requests by Student-Complainants Not to Investigate or Take Disciplinary Action in Cases of Sexual Misconduct*

The CIA has an obligation to provide a safe, non-discriminatory environment for all members of the CIA community. Responsible Employees must report incidents of Sexual Violence of which they become aware to the Title IX Coordinator, regardless of the wishes of accusing persons or reporting parties.

If a person reports an alleged incident of Sexual Violence to a Responsible Employee but requests that their identity remain confidential or that no investigation be conducted or no disciplinary action be taken, only the Title IX Coordinator or designee, in consultation with an appropriate senior administrator, has the authority to grant or deny such a request. If the CIA honors the request not to disclose the identity of a victim, its ability to meaningfully investigate the allegation may be limited.

When weighing a Complainant's request not to disclose their identity or that no investigation or disciplinary action be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the Respondent will commit additional alleged acts of sexual or other violence:
- Whether there have been other Sexual Misconduct complaints about the same Respondent;
- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
- Whether the Respondent allegedly threatened further Sexual Violence or other violence against the Complainant or others;
- Whether the Sexual Violence was committed by multiple Respondents;
- Whether the Sexual Violence was allegedly perpetrated with a weapon;
- Whether the Complainant is a minor;
- Whether the CIA possesses other means to obtain relevant evidence of the alleged Sexual Violence (for example, security camera recordings or personnel's testimony, physical evidence);

- Whether the Complainant's report reveals a pattern of alleged Prohibited Conduct at a given location or by a particular group; and
- The seriousness of the conduct.

The presence of one or more of these factors could lead the CIA to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the CIA will likely respect the Complainant's request. If the CIA determines that it cannot honor the request, the CIA will inform the Complainant before starting an investigation and will, to the extent possible, share information only with people responsible for handling the CIA's response. The CIA will remain attentive to the Complainant's well-being, will take ongoing steps to protect them from Retaliation or harm, and will work with the Complainant to create a safety plan. Retaliation against the Complainant, whether by Students, Employees, Nonemployee Workers or Third Parties, will not be tolerated.

Pursuant to law, the CIA cannot honor an employee or non-employee worker's request not to investigate an allegation of sexual misconduct in the workplace.

#### 1. *Student Amnesty from Drug, Alcohol and Other Conduct Policies*

#### NY and California

The health and safety of every student at the CIA Community is of utmost importance. The CIA recognizes that students who have been drinking and/or using drugs (whether such use is voluntarily or involuntarily) 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 own conduct. The CIA strongly encourages Students to report domestic violence, dating violence, stalking, or sexual assault to CIA officials. A Student bystander acting in good faith or a reporting Student 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 Student Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking, or sexual assault.

In addition to amnesty (forgiveness) for alcohol and drug violations, a Student who participates in good faith as a Complainant, a witness in an investigation or a bystander in relation to an alleged incident of Sexual Violence will not be subject to disciplinary sanctions for any violation of the CIA's Student Conduct policies at or near the time of the alleged incident, unless the CIA 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.

#### Texas

The CIA will not take disciplinary action against a student enrolled at the CIA who in good faith reports to the CIA being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking for a violation by the student of the CIA's code of conduct occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of the institution's disciplinary process regarding the incident of sexual harassment, sexual assault, dating violence, or stalking, if any.

This does not apply to students who report their own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.

#### **IV. Parental Notification**

Generally, the CIA will not disclose a report of Sexual Violence to a Student's parent(s) without the Student's permission. However, the CIA reserves the right to notify parents/guardians or other individuals indicated as emergency contacts of Students

regarding any health or safety risk. The CIA also reserves the right to designate which CIA officials have a need to know about Student Conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

#### *V. Bill of Rights in Cases of Sexual Misconduct*

For all campuses, the following rights will be afforded:

#### *Complainant Statement of Rights:*

As a Complainant alleging Sexual Misconduct you have a right to:

- Privacy, including in accordance with the Family Educational Rights and Privacy Act (FERPA) (for Students only), subject to the CIA's legal obligation to investigate, remedy and address Sexual Misconduct on campus. The CIA will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
- A prompt and thorough investigation and appropriate resolution of all credible complaints of sexual misconduct;
- Be treated with dignity and respect throughout the process;
- Receive in writing information regarding how to access available resources, such as counseling, advocates, support, mental health and medical treatment, legal assistance, visa and immigration assistance, academic support and/or accommodations, changes in work schedules or on campus living arrangements, and student financial aid;
- Choose to contact off-campus law enforcement and/or have campus authorities, including campus safety, assist you in contacting law enforcement;
- Receive timely written notice of all alleged violations within the Complaint, including the nature of the alleged violation and possible sanctions;

- An advisor of your choice through the investigative, adjudicative and/or appeal process;
- An outcome based solely on evidence presented during the investigative/adjudicative process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be notified simultaneously with the Respondent, in writing, of the outcome, including the outcome of any appeal;
- Be fully informed of the Harassment, Sexual Misconduct, and Discrimination Policy including procedures for reporting, investigation, and resolution of a Complaint, as well as possible sanctions;
- Receive timely information regarding the status of the process, including notice of any significant delay and the reason for such delay;
- Receive assistance by the CIA/Campus Safety to obtain transportation and or escort Students to and from classes, vehicles, residence halls, medical appointments, counseling sessions, legal advising sessions, etc.;
- Appeal the outcome and/or sanction(s) in accordance with the process outlined in this Policy;
- Know that a determination as to whether a violation of this Policy occurred will be based on the preponderance of evidence standard (more likely than not);
- Not have any personally identifiable information be contained in any publicly available reports or disclosures required pursuant to the Clery Act including, but not limited to the daily crime log;
- Not experience Retaliation;
- Disclose, if the Respondent is an Employee of the CIA, the incident to the CIA's Human Resources authority; and to request that another Employee assist you privately in reporting to Human Resources;
- Receive assistance from appropriate CIA representatives in initiating legal proceedings in family court or civil court;
- Withdraw a Complaint or involvement from the CIA process at any time;
- Be given a copy of these rights when you make a Complaint.

### *Respondent Statement of Rights*

As an individual accused of Sexual Misconduct you have a right to:

- Privacy, including in accordance with the Family Educational Rights and Privacy Act (FERPA) (for Students only), subject to the CIA's legal obligation to investigate, remedy and address Sexual Misconduct on campus. Additionally, the CIA will make reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
- A prompt and thorough investigation and appropriate resolution of all credible Complaints of Sexual Misconduct;
- Be treated with dignity and respect throughout the process;
- Receive timely information in writing regarding how to access available resources such as counseling, advocates, support, mental health and medical treatment on and off campus;
- Receive timely written notice of all alleged violations within the Complaint, including the nature of the alleged violation and possible sanctions;
- An advisor of your choice through the investigative, adjudicative and/or appeal process;
- An outcome based solely on evidence presented during the investigative/adjudicative process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be notified simultaneously with the Complainant, in writing, of the outcome, including the outcome to any appeal and any sanctions that apply;
- Receive timely information regarding the status of the investigation/hearing, including notice of any significant delay and the reason for such delay;
- Be fully informed of the Harassment, Sexual Misconduct, and Discrimination Policy including procedures for reporting, investigation, and resolution of a Complaint, as well as possible sanctions;
- Know in advance, if possible, of any public release of personal identifiable information;

- Appeal the outcome and/or sanction(s) in accordance with the process outlined in this Policy;
- Know that a determination as to whether a violation of this Policy occurred will be based on the preponderance of evidence standard (more likely than not);
- Be given a copy of these rights when you are notified of the complaint.

### 1. For New York State Only

#### 1. *Student Bill of Rights - New York State Education Law Article 129-B*

Under New York State law, all Students to have the right to:

- a) Make a report to local law enforcement and/or state police;
- b) Have disclosures of Domestic Violence, Dating Violence, Stalking, and Sexual Assault treated seriously;
- c) Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- d) Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- e) Be treated with dignity and to receive from the institution courteous, fair and respectful health care and counseling services, where available;
- f) Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

g) Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;

h) Be protected from Retaliation by the institution, any Student, the accused person and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;

i) Access to at least one level of appeal of a determination;

j) Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and

k) Exercise civil rights and practice of religion without interferences by the investigative, criminal justice, or judicial or conduct process of the institution.

#### 1. **Special Provisions for CIA Employees and Nonemployee Workers in New York State Pursuant to the New York State Human Rights Law**

New York State law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace from sexual harassment in the workplace. Local laws may apply as well.

A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, visitor, or student.

In addition to being prohibited by this Policy, sexual harassment is against the law, and individuals who engage in harassing behavior may be subject to personal liability in a civil lawsuit.

The CIA is committed to responding quickly and effectively to any internal report of sexual harassment and encourages Employees and

Nonemployee Workers to come forward and allow us to pursue an internal investigation of the matter. In addition to the CIA's internal complaint procedure, an individual may also choose to pursue legal remedies with the following governmental entities at any time.

### **New York State Division of Human Rights**

<http://www.dhr.state.ny.us/index.html>

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the CIA does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov](http://dhr.ny.gov) complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **U.S. Equal Employment Opportunity Commission**

<http://www.eeoc.gov/contact>

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

[1] The definition of Sexual Harassment Prohibited by Title IX is narrower than the definition of sexual harassment under CIA policy and under other federal and state laws. Accordingly, conduct that does not meet the definition of Sexual Harassment Prohibited by Title IX may still violate this Policy.

[2] A visiting minor shall also be considered a Third Party under this policy and all complaints regarding minors as set forth under the CIA Protection of Minors Policy (SA-001-R-001) shall be handled through these procedures.

[3] Where the respondent is a student in Texas, the complaint cannot be dismissed because the respondent withdrew while the complaint was pending.

[4] Or Hearing Panel, as appropriate in California.

[5] In California Only: Prior to the hearing, the parties will have an opportunity to suggest witnesses and propose questions. During the hearing, the parties will have a further opportunity to submit additional questions based upon the testimony given by the witness at the hearing. The parties are not, however, permitted to question each other or any other witnesses directly. The panel has the discretion to determine which witnesses to call and to revise and/or decide not to ask proposed questions. The panel will not ask any questions that it deems harassing, abusive, outside the scope of the relevant inquiry or otherwise impermissible under the policy. The panel will not hear character testimony.

## California

### Alcohol:

The following is not a comprehensive list of all state and municipal statutes and penalties. This is an overview summary of some statutes and attendant penalties for violation of such statutes. Statutes may also have enhanced penalties for subsequent offenses. The penalties described below are based on applicable California statutes and are subject to change at any time by the legislature and the governor.

- California Business & Professions Code, Section 23301—It is illegal to sell alcohol without a valid license or permit. Penalty: Violator is guilty of a misdemeanor or a felony.
- California Business & Professions Code, Section 25658—It is illegal to sell, furnish or give any alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. Anyone who sells or gives any alcoholic beverage to a person under age 21 is guilty of a

misdemeanor. Penalty: Violator is assessed a \$1,000 fine and shall perform a minimum of 24 hours of community service. Penalty increases if injuries or death result from a person under age 21 drinking alcoholic beverages.

- Anyone under the age of 21 who purchases or consumes any alcoholic beverages in any on-sale premises is guilty of a misdemeanor. Penalty, First Offense: Violator shall pay \$250 fine or perform 24–32 hours of community service.
- California Business & Professions Code, Section 25661—It is illegal to sell or provide false evidence of age or identity and to anyone under age 21. Anyone under 21 who presents false evidence of age and identity is guilty of a misdemeanor. Penalty, First Offense: Punishment shall include a minimum fine of \$250 and/or performance of 24–32 hours of community service.
- California Business & Professions Code, Section 25662—Any person under 21 years of age who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. Penalty, First Offense: Fine of \$250 or 24–32 hours of community service.
- California Business & Professions Code, Section 26665—It is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. Penalty: Violation of this statute constitutes a misdemeanor and is punishable by a minimum fine of \$200.
- California Vehicle Code, Section 23140—It is illegal for anyone under 21 who is intoxicated (blood alcohol level of .05) to drive a vehicle. Penalty, First Offense: In addition to penalties listed for Vehicle Code Section 23152, the court may order the individual to participate in the Youthful Drunk Driver Visitation Program.
- California Vehicle Code, Section 23152—It is unlawful to drive a vehicle while under the influence of alcohol (.08 blood alcohol level) or drugs or under the combined influence of alcohol and drugs. Penalty, First Offense: Imprisonment in the county jail for a minimum of 96 hours, with at least 48 of those hours served continuously, with a maximum of 6 months in jail, and a fine of \$390–\$1,000, suspension of driving privileges, surrender of

driver's license to the court. The individual shall enroll in and successfully complete a driving under the influence program and to participate in a licensed program of education and counseling for a minimum of three months. The court may order an ignition locking system be installed on the individual's vehicle.

- Second Offense: A second offense within 10 years shall result in imprisonment from 90 days to one year, a penalty of \$390-\$1,000, suspension of driving privileges, surrender of driver's license, enrollment in a minimum 10-30 month driving under the influence and counseling program. The court may order an ignition locking system be installed on the individual's vehicle.
- California Vehicle Code, Section 23221—No driver or passenger shall drink any alcoholic beverage while in a motor vehicle upon a highway.
- California Vehicle Code, Section 23222, 23223—It is illegal for a driver or passenger to possess an open container of alcoholic while in a motor vehicle upon a highway or on any lands.

### **Controlled Substances:**

All controlled substances drug possession crimes in California are classified as infractions, misdemeanors, or felonies. Infractions are the least serious and do not include jail time; misdemeanors can result in up to a year in jail. Unless the article states otherwise, all drug possession crimes are felonies. California divides possession of controlled substances into six schedules.

- Schedule I drugs (such as opiates or marijuana)
- Schedule II drugs (such as raw opium and morphine)
- Schedule III drugs (such as hallucinogens, pentobarbital and anabolic steroids)
- Schedule IV drugs (such as diazepam and zolpidem)
- Schedule V drugs (such as low doses of codeine)

Possession of any amount of the following drugs is punishable by 16 months, two, or three years of incarceration in the county jail:

- Schedule I, II, or III drugs

- Schedule III, IV, or V narcotics without a valid prescription.

The possession for personal use of Schedule 1 depressants is punished by one year, 16 months, two years, or three years of incarceration. A defendant who is a first offender and who is given probation will also incur a fine of at least \$1,000 or community service hours. Subsequent convictions will result in a fine of at least \$2,000, or community service.

### **Possession of Marijuana:**

- Under limited circumstance possession of marijuana is legal. The unlawful possession of marijuana is punished based on the amount involved.
- Possession of any amount of concentrated cannabis is punishable by incarceration of up to 1 year, a fine of up to \$500, or both.
- Possession of not more than 28.5 grams of marijuana, other than concentrated cannabis, is an infraction and is punishable by a fine of not more than \$100.
- Possession of more than 28.5 grams of marijuana, other than concentrated cannabis, is punishable by incarceration of up to 6 months, a fine of not more than \$500, or both.
- A person over the age of 18 who possesses less than 28.5 grams of marijuana, other than concentrated cannabis, on the grounds of an elementary, middle, or high school during school hours is guilty of a misdemeanor and is subject to incarceration of up to ten days, a fine of \$500, or both.
- A person under the age of 18 who possesses less than 28.5 grams of marijuana, other than concentrated cannabis, on the grounds of an elementary, middle, or high school during school faces a fine of up to \$250 for the first offense. Subsequent offenses are punishable by a fine of up to \$500 and commitment to a juvenile facility for up to 10 days.

## **Helpful Academic Information**

You'll find academic information more closely related to your daily student life at the CIA in this

section. For more information on academic policies and procedures at the college, please see your CIA *Academic Catalog*.

## Policy on Attendance

### Class Attendance

Given the demands of the college's degree programs, the amount of material covered in classes, and the nature of the curriculum, students are required to arrive on time and remain in class for all class sessions. If you miss more than a specific number of classes within a course, you will automatically fail that course and must repeat the entire course. If you miss more than a specific number of classes throughout the 30-week, two-year, or four-year program, you'll be suspended. Each faculty member may have established his or her own requirements regarding attendance. Refer to course guides for all such requirements. You're responsible for finding out the specific requirements for each particular class and instructor.

### Missing Classes for Freshmen and Sophomores

If you are absent for a class in which daily participation is graded, you'll receive a grade of zero for that class. If you miss more than a specified number of classes in a course (as follows), you shall automatically fail that course and will have to retake it unless you have been administratively withdrawn prior to the end of the course:

- Two classes in a 1.5- or three-credit, 12-, 13-, 14-, or 15-day course, or in a 14- or 15-week course.
- Four classes in a six-credit course.
- Four classes in the three-credit College Writing course that meets over the course of 12 weeks.

### Missing Classes for Juniors and Seniors

If you miss more than six classes in a three-credit course, you will automatically fail that course. You will have to retake the course unless you've been administratively withdrawn from the class prior to the completion of the course. For three-credit courses that meet only once per week, each absence counts as two absences.

### Major Vacations

If you miss class(es) on either the day before or the day after the college's summer or winter vacations, or the April break for bachelor's students, you will earn two absences for each class that you miss. You should verify class schedules with your instructors before making any travel plans for these vacation periods.

### Attendance Probation for Cumulative Absences

If you miss 10 classes in the freshman and sophomore years, you will be reminded of the attendance policy, placed on attendance probation, and warned of possible suspension or dismissal by the Student Affairs Office. In cases where two or more courses meet in one day, each class that you miss counts as one absence.

Because juniors and seniors normally attend three classes a day, students who miss 24 classes in the junior and senior years will be reminded of the attendance policy, placed on attendance probation, and warned of possible suspension or dismissal by the Student Affairs Office. Each class you miss counts as one absence.

### Attendance Review

If you're on attendance probation and miss additional classes, you may be required to attend a meeting of the Attendance Committee.

If you do not attend the scheduled meeting of the Attendance Committee, you will be automatically suspended, and the Committee will determine whether and under what conditions you will be allowed to continue your studies at the college.

### Attendance Suspension

Freshmen and sophomores who accumulate more than 18 absences in their freshman and sophomore years may be suspended from the college by the Attendance Committee. Medical, legal, and family emergency reasons for missing classes will be taken into account by the Attendance Committee so long as students notify the Student Affairs Office at the time and can provide the Office with appropriate documentation.

Juniors and seniors who accumulate more than 36 absences in their junior and senior year may be

suspended from the college by the Attendance Committee. Medical, legal, and family emergency reasons for missing classes will be taken into account by the Attendance Committee so long as you notify the Student Affairs Office at the time and can provide appropriate documentation.

### **Personal Emergencies and Exceptional Circumstances**

If you're forced to miss a class due to sickness, personal emergencies, or unforeseen circumstances, you must notify the Health Services Office or the Student Affairs Office, who will notify the faculty member. Depending on the nature of the situation and the academic circumstances, the associate vice president and dean of student affairs, after consultation with the faculty member, may recommend an administrative withdrawal from the course.

In exceptional circumstances and if you have not exceeded the maximum number of absences that would cause you to fail the course, the faculty member may assign you additional work and give partial credit for a missed class.

In the event that you are sick on the day(s) of your practical exam and/or make-up practical exam, you should (if possible) go directly to Health Services or to a physician for an evaluation. If warranted, Health Services will issue a sick note for you to take to the exam proctor, who will inform Student Financial and Registration Services (SFRS) of the No Show due to sickness. After discussing it with you, SFRS will re-schedule the test date, and you will not be charged for the new test date. Baking and pastry arts students should refer to their practical exam criteria for the baking and pastry two-day practical examination for additional grading criteria and information.

### **Religious Holidays/Military Reservist Duty**

If you're observing a religious holiday or have required military reservist duty that coincides with regularly scheduled class days, you are excused for that time period. In such cases, you can be excused for no more than two days of that class, and will be held accountable for information you missed. If you need to take more than two days for religious or military service reasons, you will be required to take

an Administrative Withdrawal (AW). As a participant in religious or military reservist activities, you will not be academically penalized for missing class.

### **Attendance Committee**

The members of the Attendance Committee will include the associate vice president and dean of student affairs (as chair) or his or her designee, an associate dean, two faculty members, and the registrar or his or her designee. **Since the decision of the Attendance Committee is final, there is no appeal.**

### **Leave of Absence**

A leave of absence (LOA) may be requested for military service or medical, personal, or financial situations in which you may find it impossible to continue in regularly scheduled classes without interruption. To qualify for a leave of absence, you must provide a reasonable expectation that you will return to the CIA at the same location in the curriculum from which you left. You may not take an LOA in lieu of disciplinary action or to delay your return to the CIA from externship. Regardless of semester, all students may request an LOA upon the completion of a semester and prior to the commencement of a new semester with a valid reason. If you're currently enrolled in the middle of first semester of the associate program or in any junior- or senior-year semester of the bachelor's program, you do not qualify.

To apply for a leave of absence, you must submit a written request or complete an Interruption of Studies Form. Supporting documentation may be requested by the college to grant the LOA. A leave of absence is valid for a period of 90 calendar days. After 90 days, under certain circumstances (typically military or medical), a second leave of absence may be granted with supporting documentation, provided the total number of days of all leaves of absence does not exceed 180 days in any 12-month period. During a leave of absence, a tuition credit may be placed on your student account to reflect the unused portion of tuition. This tuition credit will be reversed when you return from your leave. No tuition refund will be issued during a leave. You must contact Student Financial and Registration Services six weeks prior to returning from a leave of absence. Enrollment is based on class size and availability.

If you leave the CIA without requesting a leave of absence, you will be withdrawn from the college, and the following may also result:

- additional campus housing charges,
- delay in obtaining any housing refund,
- failing grades due to absences, and/or
- delay in returning to classes.

Withdrawal from the CIA could affect your financial aid, including loan repayment terms and/or loan grace periods. If you fail to return from a leave of absence, you will be automatically withdrawn, and the schedule for a withdrawal refund applies effective from your last day of attendance.

## Temporary Medical Condition

If you have a medical condition requiring an arm cast, a sling, a leg cast, or crutches, or other temporary condition that significantly affects mobility, you will not be permitted in culinary, baking, pastry, or table service classes for safety reasons. If you are currently enrolled in one of these classes at the time of the injury, you may be administratively withdrawn from the class. When your condition is fully healed, you must present a note from your doctor to Health Services in order to resume culinary, baking, pastry, or table service classes.

Faculty concerned about a student's participation in class for these reasons should inform the Health Services Office and send the student to that office. If you're unable to participate in a cooking, baking, pastry, or table service class for these reasons, SFRRS will try to schedule you in a business management, liberal arts, or other class. If you cannot be registered for a business management, liberal arts, or other class, you may need to take a leave of absence or withdraw until classes are available or you are medically cleared.

## Withdrawals

Withdrawal from the CIA is granted when you anticipate that you will not be returning to the college. You will be placed on withdrawal at the time that a requested leave of absence exceeds 90 days, or if you do not continue attending classes and have not requested a leave of absence in writing. You

should make a request for withdrawal to the Student Affairs Office. Externship candidates who have not provided Career Services with a signed training agreement from an approved externship site within the first three weeks of the semester prior to the start of the externship will be officially withdrawn. If you leave your externship site prior to the agreed-upon timeframe for whatever reason, you will be considered as not being enrolled and will be withdrawn.

After a withdrawal, you are responsible for any curriculum modifications that occurred during your absence, even if you were already beyond that point in the curriculum. You will be charged full tuition appropriate to the class. If you have federal loans, once you withdraw, repayment of loans may begin within six months.

## Administrative Withdrawal/ Dropping a Course

You are expected to attend and complete all classes for which you are registered. If an illness or personal emergency prevents you from continuing in an assigned class, you must immediately request an administrative withdrawal from the class. You must request to withdraw from a course within the first five days of the course. First-semester freshmen, juniors, and seniors may not qualify for an administrative withdrawal for a class unless they are able to retain their full-time status.

Self-withdrawal from an assigned class without being granted an administrative withdrawal may result in failure of the class, and the entire tuition to retake the class will apply. All requests for an administrative withdrawal are considered, but not all requests are granted. AOS students granted an administrative withdrawal will be assessed a \$60 fee to retake the class. Bachelor's students in the junior and senior years who are granted an administrative withdrawal will need to retake the course in subsequent semesters as part of their full-time credit load at full tuition cost. Please note that if you are failing a class in which you were enrolled prior to dropping the course, you may be issued a failing grade for the class.

Regarding a request for an administrative withdrawal (AW), please be aware of the following:

- If you notify the appropriate office during the time period outlined above, you will most likely be granted an AW.
- Following this time period, the circumstances surrounding the AW may be reviewed with the faculty member to support such a decision.
- In the final week of a course, no AWs will be granted unless there is an extreme emergency.
- If you become ill at any time, an AW from a class may be granted as long as the illness can be verified. Please note that, in such a case, you would be removed from all classes due to illness, not just the one specified.

It's your responsibility to seek out the appropriate office when requesting an AW:

- Health Services Office (for medical reasons)
- Student Affairs Office (all other reasons)

## Grading

The college operates on a quality-point alpha grading system as follows:

GRADE/SYMBOL	NUMERIC RANGE	QUALITY POINTS
A	95-100	4.00
A-	90-94	3.66
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.66
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.66
D	65-69	1.00
F	below 65	0.00
P	N/A	0.00
HP	N/A	0.00
NS	N/A	0.00
AW	N/A	0.00
I	N/A	0.00
TC	N/A	0.00
AU	N/A	0.00
W	N/A	0.00
IP	N/A	0.00

At the end of each course, your grades will be posted on CIA Main Menu. If you feel there has been a grading error, you should immediately contact the instructor, who may authorize a Grade Correction Form to correct the error.

Note: for more information on grading symbols and what they mean, please see your CIA *Academic Catalog*.

## Calculating a Grade Point Average (GPA)

The GPA is calculated by multiplying the credits earned by the grade points for each course separately to calculate the quality points. All the quality points are then added together, and the total is divided by credits earned, including credits for "F" grades that have not been repeated.

Example:

**BUSM-245** 1.5 credits—grade: B+

**CULP-122** 3.0 credits—grade: C

1.5 credits x 3.33 (B+) = 4.995 Quality Points

3.0 credits x 2.00 (C) = 6.00 Quality Points

4.5 total credits = 10.995 total Quality Points

10.995 (total Quality Points) ÷ 4.5 (total credits) = 2.44 GPA

## Professionalism, Uniform, and Hygiene Policy

### Professionalism

As professionals at The Culinary Institute of America, we are constantly working to enhance the status of the hospitality industry. Students, faculty, staff, and alumni all share a common pride in their work, workplace, and appearance. We have all chosen the hospitality industry as our vocation. It is an ancient and respected profession. It takes many years of hard work, training, dedication, and tenacity to become a leader in this industry, but it takes only a few moments to dress, act, and think like a professional. The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry.

### Professionals:

- refrain from abusive and foul language;
- speak and act without prejudice to race, color, creed, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation;

- demonstrate and adhere to ethical business practices, with due respect for customers and colleagues;
- promote understanding and respect for those alcoholic beverages used in the hospitality industry;
- refrain from the abuse of drugs and alcohol;
- treat all equipment and property with respect as if personal property;
- are polite and courteous to all visitors, peers, and colleagues;
- work with a positive attitude;
- dedicate themselves to learning;
- stay open-minded to the opinions of others;
- share knowledge with others;
- act reliably and dependably; and
- act with honesty and integrity in their interactions with all people.

### **Personal Hygiene**

Every professional in the culinary field should be acutely aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times. In the early stages of your program, you are issued a ServSafe® textbook, which discusses personal hygiene in detail. It is the responsibility of all foodservice professionals to bathe or shower, practice oral hygiene, and use deodorant daily.

### **Food Safety and Kitchen Sanitation**

The CIA has developed comprehensive food safety and sanitation programs. You are responsible for food safety and food preparation area sanitation as an integral part of your learning experience, and are expected to abide by the guidelines set forth in each food production area. You are expected to taste food in kitchens using tasting spoons. Eating is allowed only in designated dining areas. Drinking liquid from a closed container and away from the workstation is the only acceptable way to consume liquids in kitchens and classrooms.

### **Uniform Care**

You are expected to wear your uniform with pride and make sure it is neat and clean at the start of each class. Sitting on the floor, the ground, or the stairs in your uniform is not acceptable. The maintenance of your appearance is a professional matter; therefore, you are responsible for

laundering and ironing your own uniform. For students living on campus, laundry facilities are located in each residence hall for your convenience. Alterations to your uniform are your responsibility. In the event uniforms do not fit properly, return them within five days of receiving them to Central Issuing in Roth Hall. New uniforms will be issued within five days.

### **The Student Dress Code**

#### **General**

Promoting an environment where students learn to dress professionally is one of the ways in which the CIA helps its graduates achieve success. As such, the students, faculty, and administration of the college share the responsibility to maintain a Student Dress Code. While we present the code as a set of rules and requirements, we aspire to create a culture of enthusiastic cooperation and self-governance among the student body itself. The Student Dress Code must be observed in all academic buildings on days, and during hours, that the campus is open for student and/or public access:

- Roth Hall, McCann Center, East Wing, Colavita Center, Admissions Center, Marriott Pavilion

#### **The following are standards that are required when attending any class, or accessing any academic buildings:**

- You must be clean-shaven, with sideburns not exceeding the middle of the ear for men. Beards are not permitted.
- Mustaches must be neatly trimmed and must not extend beyond the corner of the lips.
- Facial jewelry (including spacers, gauges, etc.), in eyebrows, eyelids, lips, tongue, upper ear, or nose, is not permitted, and covering (with bandages, etc.) jewelry in place, such as piercings, is not acceptable.
- Sheer or see-through clothing is not permitted.
- Colored or logo T-shirts are not permitted.
- Leather or denim clothing (of any color) is not permitted.
- Hats, other than CIA-issued chef's toques, are not to be worn.
- In all instances, hair must be of a natural color, groomed, and clean.

- Headphones are not acceptable in class, nor in hallways and public contact areas.

#### Chef's Uniform

- CIA-issued cleaned and pressed chef's checkered pants of proper fit, neither pegged nor cuffed. Pants must be hemmed above the natural heel and below the ankle.
- CIA-issued cleaned and pressed white chef's jacket embroidered with your name. Sleeves of the chef's jacket may be folded only to the wrist, except in cases where practicality of the work being done requires otherwise.
- CIA-approved clean white neckerchief.
- CIA-issued clean white hat.
- CIA-issued cleaned and pressed apron.
- Black or white socks (only), which cover the ankle.
- One plain ring and one watch are the only jewelry permitted. A CIA-issued group leader or student government pin will be permitted on the right front collar of the uniform.
- In addition, veteran students are permitted to wear a CIA-issued pin that indicates their branch of service alongside the American flag. This pin must be worn on the left front collar of the uniform.
- White undergarments are required for both men and women—colors or logos are not permitted.
- The breast pocket of the chef's jacket may only contain one clip-on pen, one clip-on thermometer, and notecards or a small notebook.
- Fingernails should be short, trimmed, clean, neat, and free of polish.
- For sanitation reasons, gloves, aprons, side towels, and hats are not worn during certain activities that might lead to contamination (i.e., going to the restroom, taking out the garbage), as well as in non-class activities such as entering or leaving academic buildings, or eating meals in student dining rooms.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- All students in culinary (including meat and fish fabrication) and baking classes must wear clean, polished, black, sturdy work shoes that provide support to stand and work for long hours. They must have a closed back, non-slip soles, and black laces (when applicable).

- Hair must be restrained above the collar in a professional manner, with solid white or black hair restraints, barrettes, or scrunchies.
- Anything not specified in this section may not be worn with the uniform. Uniforms must be complete and worn as designed.

#### Hospitality and Service Management Uniforms for Culinary Arts

- Clean and pressed white dress shirt.
- White undergarments are required for both men and women—colors or logos are not permitted.
- CIA-issued ties are required.
- CIA-issued pressed bistro apron and properly fitting CIA-issued black vest.
- Clean and pressed black skirt (no more than two inches above the knee) with hosiery for women, or trousers for women and men. Pants must be hemmed above the natural heel and below the ankle. No jeans, pants with grommets, or leggings. Pants should not be taper fitted, but have a flow of hemmed trousers/slacks.
- Plain flesh-colored or black hosiery (no prints or seams) with skirts for women.
- Plain black socks (above the ankle) with trousers for men and women.
- Clean, black, polished, leather, low-heeled dress shoes or closed-black clogs. Shoes must be slip-resistant.
- One plain ring and one watch are the only pieces of jewelry permitted. Spacers and gauges are not permitted. No facial/dermal piercings.
- Two black click pens (no logo), one de-crumber, and one corkscrew must be carried in the apron pocket.
- Fingernails must be short, trimmed, clean, neat, and free of polish.
- If pants have belt loops, a solid black belt is required.
- Hair must be restrained in a professional manner and off the face, with solid white or black hair restraints, barrettes, or scrunchies.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- No excessive makeup, cologne, aftershave, or detectable sprays and lotions.

#### Hospitality and Service Management Uniforms for Baking & Pastry Arts

- Clean and pressed café chef's jacket
- White undergarments are required for both men and women—colors or logos are not permitted
- CIA-issued black bistro apron.
- Clean and pressed black skirt with hosiery for women, or trousers for women and men. Pants must be hemmed above the natural heel and below the ankle. No jeans, pants with grommets, or leggings. Pants should not be taper fitted, but have a flow of hemmed trousers/slacks.
- Plain flesh-colored or black hosiery (no prints or seams) with skirts for women.
- One plain ring and one watch are the only jewelry permitted.
- Fingernails must be short, trimmed, clean, neat, and free of colored polish.
- Clean, black, polished, low-heeled dress shoes or closed-back clogs. Shoes must be slip-resistant.
- Hair must be restrained in a professional manner and off the face, with hair restraints or barrettes.
- For safety reasons, wallet chains, visible key rings, and straps are not permitted.
- No excessive makeup, cologne, aftershave, perfumes, or detectable sprays or lotions.

#### Student Maître d'Hôtel Uniform

- Traditional business suit, or jacket, tie, and trousers for men.
- Traditional business suit, dress, or skirt/blouse combination for women. No jeans, pants with grommets, or leggings. Pants should not be taper fitted, but have a flow of hemmed trousers/slacks.
- Clean and pressed dress-style shirts appropriate to the suit worn.
- Flesh-colored or dark hosiery/dark socks (that cover the ankle) only.
- Clean and polished dress shoes. Platform shoes and those with excessive heels (more than two inches) are unsafe and are not acceptable.
- Jewelry accessories permitted—one post or stud earring per earlobe, one necklace, one watch, one brooch/pin, one ring, and one bracelet. Leather and cloth jewelry are not permitted.

#### Liberal Arts and Business Management/Hospitality Classes: Freshman and Sophomore Years

- Students in all associate degree classes wear the required culinary arts, baking and pastry arts, or hospitality and service uniform.

#### Liberal Arts and Business Management/Hospitality Classes: Junior and Senior Years

- Traditional business attire, such as suits, dresses, and sport coats, is recommended.
- Ironed or pressed pants or skirts may be worn. Skirts need to be no shorter than two inches above the knee. Pants must be hemmed or cuffed. No shorts or capri pants. Leggings worn under clothing are acceptable.
- Students are expected to dress neatly with clean and pressed shirts tucked in as appropriate. Turtlenecks and collared polo shirts are acceptable. T-shirts, or undershirts worn as outerwear, are not acceptable. Tops revealing bare shoulders, midriff, or cleavage are not permissible.
- A sweater, tie, or sport jacket may be worn along with a collared shirt or turtleneck.
- Shoes must be appropriate for wear at a professional business meeting. Sneakers, hiking sandals, shower shoes (flip-flops), or bedroom slippers, for example, are not acceptable. Platform shoes and those with excessive heels (more than two inches) are unsafe and unacceptable. Open-toe dress shoes for women may be worn; however, due to health and safety codes, they are not allowed in kitchens at any time, so plan accordingly.
- Jewelry accessories are permitted; however, in the spirit of encouraging a professional environment, discretion is advised.
- No sheer or see-through clothing is permitted.

#### **Guidelines for Graduation Dress**

In recognition of the commitment to professionalism and hospitality, students are expected to wear the following at graduation:

#### Associate Degrees

- Flesh-colored or dark hosiery/dark socks only.
- Clean and polished black dress shoes.
- Black trousers, or black knee-length skirts for women (no short skirts or leggings).

- CIA-issued, cleaned and pressed white graduation chef jacket buttoned to the top.
- CIA-issued clean, white paper hat.
- Hair must be a natural color, groomed, and clean. Hair colors such as green, blue, or pink, as well as outlandish hairstyles such as Mohawk cuts, are unacceptable.

#### Bachelor's Degrees

- CIA-issued black cap and gown.
- Dark, solid-colored pants for men.
- Flesh-colored or dark hosiery/dark socks only.
- Clean and polished black dress shoes for both men and women.
- Hair must be a natural color, groomed, and clean. Hair colors such as green, blue, or pink, as well as outlandish hairstyles such as Mohawk cuts, are unacceptable

#### Additional Considerations

- Outerwear (sweaters, coats, hoodies, and sweatshirts) may not be worn into the kitchens or bakeshops. Please use the lockers provided to store these items.
- Students with injuries that require casts, crutches, slings or other aids for temporary conditions that significantly impair mobility cannot take culinary, baking, or table service courses. Student Financial and Registration Services will make every effort to place the student in an appropriate business management course.
- Students with hand cuts and lacerations must obtain clearance from the Health Services Office to attend kitchen and bakeshop classes.
- For the fish butchery room, white turtlenecks or white thermal shirts may be worn without a neckerchief. This is the only area that this substitution may be made.
- White cotton headbands may be worn in hot weather. However, no portion of the headband should be visible under the chef's hat, and the headband must be removed when the chef's hat is removed.

#### Facial Hair Variance—Religious Beliefs

If you are unable to shave facial hair because of religious beliefs/customs, you must submit the appropriate documentation in writing to the Student Affairs Office. The associate vice president—dean of

student affairs will then review your documentation and, if approved, issue you a variance. This letter must be carried on your person at all times.

#### Penalties for Non-Compliance

While you are in academic buildings on days the campus is open, the uniform and dress code must be adhered to, and will be enforced. You need to be in proper attire to be admitted to the Roth Hall dining rooms or self-service meal lines. The penalties for non-compliance with the dress code are consistent for all classes at the CIA:

- Of your final grade, 10% will be for Professionalism, Uniform, and Hygiene. The professor will assess each violation of the policy while you are in the class.
- You risk the possibility of having demerits issued.
- If you are non-compliant, you will be dismissed from class to make the needed corrections.

You can avoid these penalties by demonstrating professionalism in all you do.

## Policy on Graduation Participation

The Registrar's Office conducts graduation audits and is responsible for certifying that every student is eligible to participate in graduation. For the associate degree graduation, this audit will be conducted during the second semester of the sophomore year. For the bachelor's degree graduation, the audit will be conducted during the second semester of the senior year.

You are expected to complete all program requirements with a minimum GPA of 2.0 for graduation. You will be permitted to walk in the graduation ceremony with six credits outstanding as long as you are registered in the subsequent semester and have arranged a method of payment. You should confer with the Registrar's Office and Student Financial and Registration Services for approval.

You will be acknowledged by your proper name during the ceremony and in the graduation program. Participation in the graduation ceremony is not

verification that you have met all of the academic requirements and have earned your degree—all requirements must be completed satisfactorily.

Upon final review, once all grades have been submitted, library books returned, outstanding fees and charges paid, and/or outstanding disciplinary actions resolved, your diploma will be distributed.

## Graduation Rates

The CIA is proud of its graduation rates. Per federal reporting guidelines, the college's current graduation rate information may be viewed on the Consumer Information page at [www.ciachef.edu/consumer-information/#gr](http://www.ciachef.edu/consumer-information/#gr).

## Commencement Awards

Qualified students will be recognized at the graduation ceremony with awards to honor their academic achievement and distinguished service:

### BPS and AOS

The college presents the following awards to qualified graduating students:

#### **The Culinary Institute of America Judiciary Award**

Given to a student who has successfully completed 15 weeks of service and is recommended for this award by the Judiciary Board's advisors

#### **The Culinary Institute of America Student Government Service Award**

Given to a student who has completed a distinguished period of service and accomplishment and is recommended for this award by the SGA advisors

### BPS

The CIA presents the following awards to deserving students graduating from the college's bachelor's degree programs:

#### **Craig Claiborne Communication Award**

Given to a student who writes consistently in an engaging, scholarly style; demonstrates a willingness and ability to express him/herself verbally; and earns a GPA of 3.5 or higher in communication courses

#### **Founders' Management Award**

Awarded to a student who demonstrates critical thinking, communicates well, participates in class activities, and maintains a GPA of 3.5 or higher in the required management courses

#### **Jacob Rosenthal Leadership Award**

For exemplary leadership and professionalism inside and outside the classroom

#### **Julius Wile Academic Achievement Award**

Given to the student with the highest cumulative GPA through the end of the first semester of the senior year

#### **President's Humanities Award**

Given to a student who demonstrates an intellectual curiosity in the true tradition of humanist thinking, and earns a GPA of 3.5 or higher in the required humanities 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, and earns a GPA of 3.5 or higher in the required culinary science courses.

### AOS in Culinary Arts

Special awards for deserving students in the AOS Culinary Arts program are presented at commencement. These include:

#### **Culinary Award**

Recognizes the student with excellent skills in culinary arts

#### **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 Contemporary Restaurant Service class

### **Management Award**

For excellence in management classes

### **The Young Professional's Medal of Merit of the Académie Brillat-Savarin**

Given to a student demonstrating excellence in wine knowledge

### **AOS in Baking and Pastry Arts**

Special awards for deserving students in the AOS Baking and Pastry Arts 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 Beverages and Customer Service class

### **Management Award**

For excellence in management classes

### **St. Honoré Baking & Pastry Award**

Awarded to the student with excellent skills in baking and pastry courses

### **The Young Professional's Medal of Merit of the Académie Brillat-Savarin**

Given to a student demonstrating excellence in wine knowledge

## **Academic Honors**

Academic honors will be awarded to students who have earned their degrees and have attained commendable cumulative grade point averages at the CIA. Those students anticipated to receive honors are recognized in the graduation ceremony program. Notations will be made on the diploma once all grades and cumulative GPAs have been verified.

## **Bachelor's Degrees**

Summa Cum Laude (with highest honor): 3.80 or higher GPA

Magna Cum Laude (with high honor): 3.60 to 3.79 GPA

Cum Laude (with honor): 3.40 to 3.59 GPA

## **Associate Degrees**

High Honors: 3.75 or higher GPA

Honors: 3.50 to 3.74 GPA

## **Perfect Attendance**

Students who have a perfect attendance record at the completion of their program (associate or associate/ bachelor's) will receive a certificate of merit along with a notation on their diploma.

## **New York**

The following is not a comprehensive list of all state and municipal statutes and penalties. This is an overview summary of some statutes and attendant penalties for violation of such statutes. Statutes may also have enhanced penalties for subsequent offenses. The penalties described below are based on applicable New York State statutes and are subject to change at any time by the legislature and the governor.

## **Alcohol:**

- Anyone engaged in the illegal manufacture or sale of alcoholic beverages, without obtaining the necessary and proper permits from federal alcohol authorities, is subject to fines of up to \$1,000.
- Anyone who acquires alcoholic beverages for someone under 21 years old is subject to a fine and imprisonment.
- Anyone under 21 years old who purchases or attempts to purchase alcoholic beverages through fraudulent means is subject to a fine, community service, and/or loss of driver's license.
- Anyone under 21 who possesses any alcoholic beverage with the intent to consume such beverage is subject to a fine.

## **Controlled Substances:**

- Articles 220 and 221 of the New York State Penal Law are directly aimed at unlawful traffic in mind-affecting drugs. These articles set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug or amount held or sold.
- Section 220.45 makes criminal possession of a hypodermic instrument a Class A misdemeanor.
- Section 220.46 makes criminal injection of another person with a narcotic drug with consent of that person a Class E felony.
- Section 220.50 makes possession or sale of drug paraphernalia, the use of substances that dilute drugs (like dextrose or mannite), and the use of commercial drug preparation materials (such as gelatin capsules or plastic envelopes) or scales/balances used for drug weighing a Class A misdemeanor.
- Section 220.60 makes criminal possession of certain "precursors" of controlled substances used in their preparation and manufacture (such as ergot or diethyl amide), without possession of the drugs themselves, a Class E felony.
- Under the Penal Law, a gift of drugs, including marijuana, is treated as a sale.

New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

### **Section 220 Controlled Substance Offenses and Sentences:**

#### **Criminal Possession of a Controlled Substance:**

- 7th degree: Class A misdemeanor (up to one year in prison)

#### **Criminal Possession or Sale of a Controlled Substance:**

- 5th degree: Class D felony (up to seven years)
- 4th degree: Class C felony (up to 15 years)
- 3rd degree: Class B felony (up to 25 years)
- 2nd degree: Class A II felony (minimum/maximum set by court)
- 1st degree: Class A I felony (minimum/maximum set by court)

The degree of possession or sale depends on the amount of the controlled substance provided. All sentences are for first-time offenders.

### **Texas**

The following is not a comprehensive list of all state and municipal statutes and penalties. This is an overview summary of some statutes and attendant penalties for violation of such statutes. Statutes may also have enhanced penalties for subsequent offenses. The penalties described below are based on applicable Texas statutes and are subject to change at any time by the legislature and the governor.

#### **Alcohol:**

- Driving While Intoxicated (includes intoxication from alcohol, drugs, or both). The minimum penalty is confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000. The maximum penalty is imprisonment for a term of not more than 10 years nor less than two years, and a fine not to exceed \$10,000.
- Public Intoxication. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.
- Purchase of Alcohol by a Minor. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.
- Consumption or Possession of Alcohol by a Minor. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with number of offenses.
- Purchasing for or Furnishing of Alcohol to a Minor. The minimum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both. The maximum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both.

#### **Controlled Substances:**

- Manufacture of Delivery of Controlled Substances (Drugs). The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is

confinement in Texas Department of Corrections (TDC) for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.

- Possession of Controlled Substances (Drugs). The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.
- Delivery of Marijuana. The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is imprisonment for life or for a term of not more than 99 nor less than 10 years, and a fine not to exceed \$100,000.
- Possession of Marijuana. The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is confinement in TDC for life or for a term of not more than 99 nor less than five years, and a fine not to exceed \$250,000.