

*The Culinary Arts Program
at
The Culinary Center of Monterey*



Student Catalog

Table of Contents

Table of Contents	2
The Vocational School at the Culinary Center of Monterey	4
Admission Requirements	5
The Faculty	6
Director Bill Bristow.....	6
Chef Instructors.....	6
Admissions Director	6
The Curriculum and Course Hours.....	7
Course Outline	8
Orientation:	8
Heimlich Maneuver and CPR Training	8
Safety and Sanitation:	8
Nutrition:.....	9
Tools and Equipment:	9
Stewarding:	9
Knife Sharpening and Steeling	10
Product Identification:	10
Menu Planning and Recipe Quantification	11
Cooking Techniques, Principles and Terminology.....	11
Mise en Place – Soups, Stocks and Sauces I	12
Breakfast Cookery	12
Garde Manger I, Cold Food Preparation.....	13
Table Service	13
Wine Appreciation:.....	13
Basic Baking Techniques and Desserts	14
Sauces II.....	15
Understanding Meats and Butchery.....	15
Charcuterie, smoking and curing	16
Garde Manger II.....	17
Vegetables and Starches	17
American Regional Cooking.....	18
International dishes – Asian, Pacific Rim, Spanish, Italian.....	18
Buffet and Station Cooking	19
Food Allergies and New Diet Types, Trends and Fads	19
Externship and Field Trips.....	19
Extern Program Sites	19
Suggested Field Trips	20
Certificates and Training.....	20
List of Occupations	20
Job Placement Assistance	21
Course Absences	21
Excused Absences.....	21
Leave of Absence.....	22
Withdrawal from the Center.....	22
Re-entry Policy	22

Termination of Enrollment	23
Dismissal and Suspension	23
Satisfactory Academic Progress	23
Warning and Probation	23
Grading and Evaluation Procedures	24
Grading System	25
Grading Scale.....	25
Application of Grades and Credits.....	26
Incomplete Coursework and Other Circumstances.....	26
Rescheduled Courses and Fees (Make-ups)	26
Required Grade Point Average	26
Grade Notification.....	26
Grade Appeals.....	27
Tuition	27
Schedule Of Fees	27
Cancellation and Refund Policy.....	28
Calculation of Refund Amount.....	28
Student’s Rights to Tuition Recovery	29
Student Complaint and Grievance Procedure	30
Policies Pertaining to Grievances	31
English-as-a- Second-Language Instruction.....	31

The Vocational School at the Culinary Center of Monterey

The vocational school at the Culinary Center of Monterey uses a reality-based curriculum where students learn the skills through practical applications using the daily operations and extra curricular activities of the Culinary Center as a training ground that prepares students for success in the industry making them sought after employees. The Culinary Center staff under the direction Director Mary Pagan has created a program that will result in the culinary center becoming a resource to the industry for educated, professional and motivated employees who are disciplined with good organizational skills and who are ready to work.

It is our goal to recognize the strengths, weaknesses and needs of the industry and to find solutions for these situations. Knowing that a Culinary Education can be very costly and that the pay scale coming out of school is very low concerns us. Students entering culinary schools are commonly misled about how much money can be made or the level of position that can be attained coming out of school. Students graduating from the majority of the culinary vocational schools are not prepared for the current work situation. It is our mission to provide affordable culinary training that is task driven and realistic about the culinary industry today. An industry where time is money and your reputation precedes you. Those who can perform will succeed. Our curriculum will teach students not only how to get jobs, but how to keep them and to be successful at them. We are dedicated to becoming a quality leader in Culinary Training, to be well positioned in the industry as a competent educational source, and to be respected and dedicated to the culinary industry as a whole for versatile training in the hospitality industry.

Admission Requirements

The following are requirements for admission to the Vocational School at the Culinary Center of Monterey:

- Completed application form
- High School Diploma or GED
- Ability to speak, read, and write in the English language. Classes will all be taught in English
- Must be able to pass a Basic Competency test consisting of reading comprehension, writing, and math, to be administered at the Center
- Must be able to pass an English Language proficiency test to be administered at the Center
- Students are required to show proof of Medical Coverage, company name and policy number. If you do not have Medical Coverage at this time, you can purchase a short-term policy through the Culinary Center's insurance carrier or a policy from a carrier of your choice.
- A 300-word essay on the topic "Why I want to work in the Culinary Industry"
- Two letters of recommendation
- \$50 application fee

Students must also provide their own housing, transportation to and from school, and the necessary parking permit for those students driving to school. The student will cover transportation expenses for field trips requiring a charter bus. This fee will be assessed at the time of the trip and shall not exceed \$25.00 per trip. Students must be able to lift 50lbs, stand on their feet for 6 to 8 hours a day, and be able to perform all activities found in a commercial kitchen. The program consists of 4 months of daytime classes and 4 months of nighttime classes, so any student with job responsibilities that conflict with this schedule should alert Administration during the application process.

At this time, the Vocational School at the Culinary Center of Monterey does not provide Title IV student loans; however, we can recommend Alternative lending institutions that may help you with your financing.

The Faculty

Director Bill Bristow

Director Bill Bristow received his MA degree from SF State in 1961, since then he has had an exemplary 37-year career in education. With more than 25 years of experience as a Principal and District Supervisor, the Culinary Center is pleased to bring his administrative expertise to our Program. His success as an educator has prompted the Brentwood School District, for which he served as Superintendent from 1970-92, to name its newest Middle School in his honor.

Assistant Director/Owner Chef Mary Pagan C.E.C.

Combining her extensive management experience, talent as a chef, and her love of teaching, Mary Pagan has developed the Culinary Center of Monterey to share her love of the Culinary Arts with others. After several years of corporate management, Chef Pagan enrolled at the California Culinary Academy where she graduated with honors. She has held the position of Executive Chef in a number of locations and has written award-winning recipes for such industry giants as Uncle Ben's and "Bon Appetit" magazine.

Chef Instructors

The Chef Instructors at the Culinary Center are among the best and brightest. With degrees from some of the top Institutions and years of experience in the culinary industry, our Chef Instructors are superbly prepared to offer engaging and insightful instruction. Each of our Chefs has an area of specialization, from restaurant management to international cuisine.

Our instructors will have the following skills and achievements:

- Culinary Degree from a recognized institution
- 5 yrs experience in the industry
- Great Personality – engaging, assertive, and confident
- Ability to think on their feet and change direction when needed
- Great communication skills
- Professional
- Have an area of specialty expertise
- Teaching experience
- Time management skills

Admissions Director

Registrar for the Culinary Center of Monterey, will assist students with all admissions procedures and financial aid. He/She will be the first resource for all students who have questions or concerns regarding their grades, attendance or any concerns with staff or faculty.

The Curriculum and Course Hours

Students of the Culinary Center vocational Program will spend 1 year totaling 1500 hours gaining the knowledge and skills needed to be successful in the culinary industry. The first 6 weeks will be spent on lecture and classroom study. During this time the students will learn: CPR, fire safety, Heimlich maneuver, safety, sanitation, nutrition, tools, equipment, stewarding, knife sharpening, product ID, menu planning, cooking techniques, mise en place, soups, stocks, sauces, breakfast cookery, garde manger, cold foods, pantry, and salads. The next 29 weeks will have 20% lecture and 80% hands on teaching. During this time the students will learn the principles and execution of table service, baking, sauces 2, meats, poultry, wild game, pork, butchery, charcuterie, garde manger, vegetable cookery, fish and shellfish, American and International cuisine, food allergies, new and special diet types, buffet and station cooking.

Subject	Hours
Orientation	8
CPR/Fire Safety/Evacuation/Heimlich	4
Safety and Sanitation	30
Nutrition	30
Tools and Equipment	8
Stewarding	4
Knife sharpening and steeling	2
Product ID	30
Menu planning and recipe quantification	30
Cooking Techniques, principles and terminology	50
Mise en place, soups, stocks and sauces I	60
Breakfast Cookery	60
Garde Manger I, Cold Foods, pantry, dressings, salads	40
Table Service	30
Wine Appreciation	24
Basic Baking techniques and desserts	120
Sauces 2	40
Understanding Meats, butchery, wild game, and cooking	80
Understanding and Cooking Poultry	60
Charcuterie, smoking and curing	40
Garde Manger 2 – cold foods, salads, canapés, hors d'oeuvre	120
Vegetable cookery – potatoes, pastas, rice, legumes, etc.	80
Understanding fish and shellfish	40
American cuisine – comfort foods and regional dishes	40
International dishes – Asian, Pacific Rim, Spanish, Italian	160
Food Allergies, restrictions, new diet types	40
Physiology of Taste and Smell	40
Buffets and station cooking	20
Externship	210
Total	1500

Course Outline

Orientation:

8 Hours

- Facility Tour
- Staff Introductions
- School Rules and Regulations
- Distribution of Textbooks, Uniforms, Student Handbooks, etc.
- Review of Student Handbook
- Lecture on Professionalism and how to get the most out of the education they are about to begin.
- Directions to public library and other student resources
- Fire Safety and Evacuation Plan

Heimlich Maneuver and CPR Training

4 Hours

- Training by the Monterey Fire Department on Heimlich Maneuver
- Training by the Monterey Fire Department on CPR and Certification

Safety and Sanitation:

30 Hours

Serve Safe Textbook and Exam

- Providing Safe Food
- The Micro world
- Contamination and Food borne Illness
- Safe Food Handling
- Establishing a Food Service Safety System
- Purchasing and Receiving Safe Food
- Keeping Food Safe in Storage
- Protecting Food in Preparation and Serving
- Sanitary Facilities and Equipment
- Cleaning and Sanitizing
- Organizing a Cleaning Program
- Integrated Pest Management
- Accident Prevention and Action for Emergencies
- Crisis Management
- Dealing with Sanitation Regulations and Standards
- Employee Sanitation Training

Nutrition:

30 Hours

Taught by Registered Dietician

- The Food Pyramid and A Balanced Diet
- Basic Food Chemistry
- Calories and Calculation of
- Fats
- Sugars
- Carbohydrates
- Vitamins and Nutrients in Food
- The Causes of Indigestion and Heartburn
- Food Allergies

Tools and Equipment:

8 Hours

Lecture and Demo

- Introduction of All Kitchen Equipment and Location
- Names of Large and Small Equipment and Tools
- Proper and Safe Use of Large and Small Kitchen Equipment
- Cleaning and Storage

Example: Stoves, Ovens, Tilt Braiser, Salamander, Wok Stations, French Top, Deep Fryers, Mandolin, peelers, zesters, apple corers, measuring utensils and scales, thermometers, chinios, china caps, hotel pans, storage equipment etc.

Stewarding:

4 hours

Lecture and Demo

- Chemicals and Cleaning Supplies
- Sanitizing
- Equipment Storage
- Cutting Board Maintenance
- Material Safety Data Sheets (MSDS Book)
- The Mop Room
- Disposal and Recycling Policy and Procedures

Knife Sharpening and Steeling

2 Hours

Lecture and Demo

- Introduce all types of knives
- Parts of the knife
- Choosing Quality Knives
- Knife Handling, storage and cleaning
- Knife Sharpening Tools and Technique – stones and grinding
- Types of Steels – diamond, ceramic and steel
- Honing and Maintaining an Edge
- Frequency of Sharpening and Steeling

Product Identification:

30 Hours

Lecture, Demo and Sampling

Guest Speakers –

- Shelf Life
- Proper Storage
- Uses, Origins and Cuisines
- Seasons and Best Growing Areas
- FDA and USDA - grading
- Purchasing
- Organics
- Sustainable Seafood
- Spices and Seasonings
- Herbs
- Vegetables and Fruits
- Oils – flavors, smoke points
- Vinegars
- Dairy and Eggs
- Cheese
- Beef, Lamb, Veal and Pork – Domestic and Imported
- Poultry wild and domestic – Domestic and Imported
- Wild Game
- Flours and Sugars
- Grains and Pasta's
- Rice's
- Legumes
- Mushrooms
- Chilies
- Onions

Menu Planning and Recipe Quantification

30 Hours

Lecture and Projects

- Types of Menus
 - Multi Course Meals
 - Casual
 - Formal
 - Party
 - Restaurant
 - Picnic
 - Appetizer
 - BBQ
- Cost Control/ Recipe Costing
- Balancing the Menu – Flavor, Texture, Color
- Receptiveness of Main Ingredients
- Sequence of Courses
- Portions Sizes and Control
- Conversion Tables, Weights and Measures
- Perceived Value

Cooking Techniques, Principles and Terminology

50 Hours

Lecture and Lab

- Kitchen Etiquette
- English, French and Spanish Kitchen and Cooking Terms
- Cooking Mediums and Heat Sources
- Direct Heat
- In Direct Heat
- Radiant
- Microwave
- Convection
- Dry Heat Cooking Methods
- Moist Heat Cooking
- How, Why, When, What Products, Temperatures
- Students will be able to demonstrate and explain each technique

Mise en Place – Soups, Stocks and Sauces I

60 Hours

Lecture and Lab

- The Principles of Mise En Place
- Five Mother Sauces How to Make, Store, Bring Back, Store
 - Hollandaise
 - Béchamel
 - Veloute
 - Sauce Tomate
 - Espagnole
- Learn to Make and Store Stocks
 - Chicken
 - Beef
 - Veal
 - Fish
 - Vegetable
 - Specialty Stocks
- Reduction of Stock – Glace de Viande
- Types of Soups
 - Clear
 - Cream
 - Puree
 - Chowders
 - Bisque

Breakfast Cookery

60 Hours

Lecture and Lab

- Breakfast Meats
- Breakfast Dough's and Batters
- Egg Cookery
- Breakfast Side Dishes
- Cereals and Grains
- Other Breakfast Entree's
- Garnishing Breakfast Plates
- Coffees and Other Breakfast Beverages
- Breakfast Buffet Planning and Set Up

Garde Manger I, Cold Food Preparation

40 Hours

Lecture and Lab

- Learning the Pantry and Mise en Place
- Preparing and Presentation of Cold Foods and Displays
 - Salads
 - Sandwiches
 - Dressings
 - Emulsifications
- Cold Hors d' Oeuvres
- Knife Skills – Garnishing
- Holding and Serving Cold Foods
- Cold Plates
- Cold Food Buffets

Table Service

30 Hours

Lecture and Lab

- Equipment, Dishes, Flatware, Silverware, Glassware and Serving Pieces
- Tableside Cooking and Presentations
- Greeting Customers
- Wine and Beverage Service
- Types of Table Service
- Uniforms and Appearance
- Floor Planning
- Front of the House Terminology
- Expediting
- Ordering and Abbreviations
- Etiquette and Teamwork
- Centerpieces and Table Decorations

Wine Appreciation:

24 Hours

Lecture and Guest Speakers

- Serving and ABC Laws
- Varietals
- Wine Regions and Appellations

Basic Baking Techniques and Desserts

120 Hours

Lecture, Lab, Guest Chefs, Field Trips

- Sweet Dough's and Batter's
 - Muffins
 - Bagels
 - Doughnuts
 - Pies, Cakes and Cookies
 - Pate Choux
- Sourdoughs and Rye
- Savory Baked Goods
- Laminated Dough's
 - Danish
 - Puff
- Breads, Biscuits, Flatbreads, Crackers
- Creamy Desserts
 - Curds
 - Fillings
 - Puddings
 - Butter cream and icings
 - Mousse
 - Crème Brule and Custards
- Desserts Sauces and Toppings
 - Coulis
 - Caramel
 - Chocolate and Fudge
 - Fruit Sauces
- Flours – Enriched, Wheat, Rye, Bleached and Unbleached, Rice, Low Carb etc.
- Leavening Agents
- Salt in Baking
- Fats in Baking
- Storage of Baked Goods
- Conversions, Weights and Measures
- Radiant Heat and Convection Baking
- Timing

Sauces II

40 Hours

Lecture and Lab

- The Small Sauces or Derivatives of Mother Sauces
- I.e. Robert, Béarnaise, Santa Fe, Soupise etc.
- Buerre Blanc, Buerre Rouge, Buerre Noisette, Drawn Butter and Other Butter Sauces
- Reduction Sauces
- Cream Sauces
- Compound Butters
- Relishes
- Foams
- Essences Broths
- Mayonnaise and Aioli
- Fusion Sauces

Understanding Meats and Butchery

80 Hours

Lecture, Demo, Lab

Field Trip

- Beef, Pork, Veal, Lamb
- Wild Game
- Primal Cuts
- Other Cuts and Usage
- Internal Organ Meats
- Grading USDA
- Cooking Methods
- Recipes and Techniques
- Cutting Steaks and Chops
- Frenching
- Trussing
- Presentation Purchasing and Receiving

Understanding and Cooking Poultry

60 Hours

Lecture, Lab, Demo

- Types of Poultry
 - Chicken
 - Turkey
 - Duck
 - Game Hens
 - Poisson
 - Squab
 - Quail
 - Etc.
- Cuts of Poultry
- Selecting, Ordering and Receiving Poultry
- Boning and Trussing
- Cooking Technique and Methods

Charcuterie, smoking and curing

40 Hours

Lecture, Lab

Field Trip

- Smoke House, Flat Top Smoking, Pan Smoking
- Curing
- Brines and Rubs
- Galantines, Balletines, Terrines
- En Croute
- Sausage Making
- Hams
- Pate
- Marinades
- Jerky and Dried Meats
- Gravlax

Garde Manger II

120 Hours

Lecture and Lab

Guest Chefs and Field Trips

- Cold Foods
- Salads
- Canapés
- Garnishing and Carving
- Hors d Oeuvres
- Dressing Variations
- Low Fat and Fat Free Alternatives
- Caviar Service
- Carpaccio
- Ceviche
- Tartare
- Classical and Modern Salad Compositions

Vegetables and Starches

80 Hours

Lab and Lecture

Field Trip

- Cooking Techniques and Verities of
 - Potatoes
 - Pasta
 - Rice and Risotto
 - Legumes
 - Grains
 - Exotic Vegetables
- Making Pasta
- Organics
- Vegetarian Cooking

Understanding Fish and Shellfish

40 Hours

Lecture and Lab

Field Trip

- Purchasing and Receiving
- Usage
- Retaining Records and Quarantines
- Cleaning, Storing and Freezing
- Cooking Techniques and Recipes
- Fish Stocks
- Sushi and Sashimi
- Sustainable Seafood's
- Using Farmed and Wild Varieties of Fish and Shellfish pros and cons

American Regional Cooking

40 Hours

Lecture and Lab

- The flavors, cooking techniques, ingredients and influences of:
 - Hawaii
 - California
 - Tex Mex and Southwestern
 - Cajun and Creole
 - The Pacific Northwest
 - The American South
 - The Midwest
 - North Eastern Cooking

International dishes – Asian, Pacific Rim, Spanish, Italian

160 Hours

Lecture, Lab and Guest Chefs

- The cuisines, spices and cooking techniques of
 - The Pacific Rim
 - Mexico
 - Central and South America
 - Spain
 - Italy and other Mediterranean Countries
- Ingredients and where to purchase
- Influences on these cuisines
- National Dishes
- Comfort Foods

Buffet and Station Cooking

20 Hours

Lecture and Lab

- Breakfast and Brunches with Cooking Stations
- Carving Stations
- Dessert Stations

Food Allergies and New Diet Types, Trends and Fads

40 Hours

Lecture and Lab

- Understanding Food Allergies
- Special Diets
- Fad and Trend Diets and how they effect your menu and costs
- Meal Planning and cooking for special diets
- Altering recipes

Externship and Field Trips

The Externship hours are completed by the student through “hands on” training at such prestigious culinary events as the AT&T National Pro-Am at Pebble Beach, the Masters of Food and Wine, Cooking for Solutions, Concourse de Elegance, and the Wine Festival Opening Night. The Culinary Center of Monterey is involved with many such events each year. These events not only allow for experience in a variety of venues, but also present the opportunity to meet and work with some of the most prestigious chefs in the country. Opportunity to participate will vary depending on the dates of the events.

Extern Program Sites

AT&T Pebble Beach	48 Hours
Feast for Aids Pebble Beach	16 Hours
Cooking For Solutions Monterey Bay Aquarium	16 Hours
Chowder Festival Fisherman’s Wharf	24 Hours
Cannery Row Block Party Cannery Row	24 Hours
Concourse D Elegance Pebble Beach	16 Hours
Opening Night Wine Festival, Monterey Bay Aquarium	16 Hours
Farmers Market, Downtown Monterey	26 Hours
Meals on Wheels, Culinary Classique	24 Hours

Total 210 Hours

Students will also participate in field trips such as winery tours, sustainable seafood lectures, abalone farms, fishing industry trips, organic farms, and some of the major supplier of produce in America.

Suggested Field Trips

Earthbound Farms
Monterey Mushroom
Driscoll Berries
Abalone Farm
Fisherman's Wharf Seafood Processing Plants and Fishing Boats
Tanimura And Antle
Chateau Julien Winery and Tasting Room
Ventana Vineyards
Kendall Jackson Vineyards
Sysco Fremont Plant
Coralitos Market and Sausage Factory
Claudius Bakery
Layers Bakery
The Cheese Shop
Paris Bakery

Certificates and Training

When you have completed the vocational training at the Culinary Center of Monterey, you will receive the following certificates and training:

- 8-month certificate of completion
- Safety Sanitation Certification
- Nutrition Certificate
- CPR Certificate
- Heimlich Maneuver
- Fire extinguisher and fire safety training

List of Occupations

The following list of occupations shows the typical jobs a new graduate of the Vocational School and the Culinary Center of Monterey could attain upon completion of school:

- Line cook
- Breakfast cook
- Butcher Apprentice
- Food Purchaser
- Institutional cook
- Cold food – pantry cook
- Table server
- Baker
- Stewarding
- Saucier
- Broil chef/cook
- Banquet prep cook

Job Placement Assistance

The Culinary Center of Monterey offers graduates of the Vocational School several job placement services. Graduates who choose to be listed on the website can have a posting of their Name, Graduation Date, Contact Information and Resume. Job Placement Assistance will include the job fair at the Culinary Center of Monterey open to both current students and graduates. Students will have daily access to the job posting board where all inquires to the school for employees will be posted. The School will alert local and regional employers of each new graduating class through a letter, an announcement in the local paper, and email blasts. This program is new. We are not able to tell you how many students graduate, how many students find jobs, or how much money you can earn after finishing this course.

Course Absences

The following attendance policy applies to each student attending the Center:

Students are expected to attend class everyday. Absences will be deemed excused or unexcused by the following guidelines.

- If an absence causes a student to fail a class the class may be made up at no charge to the student if the absence is excused.
- If the absence is unexcused the student will be required to pay for the class again based on the average weekly cost of tuition.
- If a student is late 5 points will be deducted from the weekly attendance points.
- More than 2 hours late will be considered an absence.
- If a student is absent 10 points will be deducted from the weekly attendance points.

Excused Absences

Excused absences will be granted with the appropriate documentation for personal illness (or close family member), death in the family, personal disaster, military, jury duty, or for special circumstances approved in advance by the Executive Chef. Excused absence documentation must be submitted within five (5) working days of the student's return to school.

Leave of Absence

A student may be granted a Leave of Absence (LOA) under the circumstances listed below:

- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Financial
- Military Duty
- Jury Duty

The following conditions must be met in order for a student to be eligible for a LOA:

- The request must be submitted in writing.
- A student must have completed at least one grading cycle at the institution.
- A student must have completed the most recent grading cycle and received academic grades (A-F) for that term.

A student requesting a LOA is permitted to resume his/her studies where he/she left off (as schedules permit) or at the beginning of a grading cycle. Failure to return from a leave of absence may affect a student's loan repayment obligations.

Withdrawal from the Center

A student may voluntarily withdraw from the Center at any time by giving written or verbal notice to the Administration. The student may receive a refund in accordance with the Center's refund policy (see Refund Policy/Buyer's Right to Cancel in the Student Services section of this Catalog). A student who withdraws must vacate his or her locker within 48 hours of the last day of attendance.

In the event that a student wishes to withdraw from school once classes have begun, he/she must notify the Administration and must fill out a withdrawal form in person and clear belongings from his/her locker.

A student on suspension or withdrawal must notify the Registrar in writing two weeks or more prior to an intended date of return. Returns are on a space-available basis. The official withdrawal date will be the date the student began the withdrawal process or otherwise provided the Center with official notification of intent to withdraw.

Re-entry Policy

Any student applying to re-enter a program must:

- File an application to re-enroll explaining the reason for withdrawal and documenting his/her ability to now complete the program.
- Meet with the Registrar to re-schedule courses following approval from the Administration.
- Sign a new enrollment agreement.

Termination of Enrollment

In addition to the reasons discussed in the Student Conduct section of this Catalog, the Center reserves the right to dismiss any student that is more than ten (10) days late paying tuition and fees. Center policy defines the parameters for a student's enrollment. A student who is terminated is not eligible for re-enrollment in the same academic session. A terminated student wishing to enroll in a subsequent academic session must receive approval from an academic review committee in conjunction with the standard admissions process.

Dismissal and Suspension

The following offences are punishable by suspension and possibly dismissal from the school:

- Theft
- Striking or threatening anyone
- Sexual Harassment
- Cheating
- Excessive Absenteeism or Tardiness

22

Any student who is suspended will be required to make up classes at their own expense and at a time approved by the executive chef. Dismissals are subject to automatic investigation and review by the executive chef. In the case of absence or involvement of the executive chef, the school director will conduct the investigation and review. Suspension and Dismissal are detailed in the student handbook.

Satisfactory Academic Progress

Each student must maintain satisfactory academic progress in order to remain enrolled at the school. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (GPA) and the student's rate of progress toward completion of the academic program.

Warning and Probation

At the end of each 4-week grading period after grades have been posted, each student's GPA and rate of progress is reviewed to determine whether the student is meeting the Center's requirements.

- A student will be placed on Warning the first term in which the GPA or the rate of progress falls below the values specified by the Center. At the end of the next term, the student will be removed from Warning and returned to regular status if he/she meets or exceeds the minimum standards, or will be placed on Probation if he/she continues to fall below the specified values.
- A student on Probation will be evaluated at the end of his/her second term of monitoring. A student who raises his/her GPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status. If a student does not meet the minimum GPA or rate of progress requirements at the time of evaluation, the student will be dismissed. Any student dismissed for

Satisfactory Academic Progress may appeal the dismissal according to the process outlined in the Appeal Process for Satisfactory Academic Progress Policy Violations.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the school. The institution also reserves the right to place a student on or remove him/her from academic monitoring based on his/her academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. As a dismissed student, a tuition refund will be due in accordance with the state's refund policy.

Grading and Evaluation Procedures

The Center administers a grading practice based on demonstrated student competency. Both written and hands-on testing and evaluation methods are utilized to determine the student's ability to perform the designated educational objectives of each course. The weight of each evaluation method in determining the student's final grade varies by course and by instructor. It is the responsibility of each student to understand the grading criteria for each course. The instructor will use some or all of the following criteria to determine a student's grade:

- Practical skills/competence
- Employability skills (attitude, appearance, punctuality)
- Written examinations
- Oral examinations
- Attendance
- Projects
- Homework/Notebooks

All pages of an assignment must be stapled together to be accepted by the instructor. The date, student's name, and I.D. number must appear on the first page of all assignments.

Listening, taking good notes, and attendance contribute greatly to the learning process. A student should see the instructor if he/she has trouble with any study habits.

Grading System

Grade reports are issued to the student at the completion of each week. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabi. There are 300 points possible for each week of instruction. Students must earn a minimum of 70% or 210 points to pass a class. A class is measured by 1 week or 40 hours of instruction. Students are assessed points every day based on performance in class during hands-on classes, as well as test score, attendance and notebook. In lecture classes students will earn points based on attendance, notebook and test scores as outlined on Lecture Grade Form. These points are recorded on Daily Points Form. This form is turned in to the Administrative Assistant on a weekly basis. The Administrative Assistant transfers these points and grades to each student's file. These files are maintained in duplicate.

Grading Scale

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in GPA	GPA Points	Class Points Earned
A	A	Yes	Yes	Yes	4.00	300
A-	A-	Yes	Yes	Yes	3.75	290
B+	B+	Yes	Yes	Yes	3.50	280
B	B	Yes	Yes	Yes	3.00	270
B-	B-	Yes	Yes	Yes	2.75	260
C+	C+	Yes	Yes	Yes	2.50	250
C	C	Yes	Yes	Yes	2.00	240
C-	C-	Yes	Yes	Yes	1.75	230
D+	D+	Yes	Yes	Yes	1.50	220
D	D	Yes	Yes	Yes	1.00	210
D-	D-	Yes	Yes	Yes	0.50	200
F	F	Yes	Yes	Yes	0.00	190
I	Incomplete	No	Yes	No	N/A	
Grade + R	Repeat	No	Yes	No	N/A	
W	Withdrawn	No	Yes	No	N/A	
WF	Withdrawn-Failure	No	Yes	Yes	0.00	

Application of Grades and Credits

The preceding chart describes the impact of each grade on a student's academic progress. For calculating rate of progress, grades of F (Failure), W (Withdrawn), WF (Withdrawn/Failure) and I (Incomplete) are counted as hours attempted, but are not counted as hours successfully completed.

The student must repeat any required course in which a grade of F, W, or WF is received. A student will only be allowed to repeat courses in which he/she received a D or below. In the case of a D or F, the better of the two grades is calculated into the GPA. The lower grade will include an "R" designation indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A W or WF grade is not replaced when a student repeats the course.

To receive an Incomplete (I), the student must petition, by the last week of the course, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed during the next offering of the class will be converted to an F and will affect the student's GPA. Because of class size limitations and/or other extenuating circumstances, there may be times when it may not be possible to make up an incomplete grade within the allotted period. The Center reserves the right to extend the time needed to make up an incomplete grade.

Incomplete Coursework and Other Circumstances

The Center will administer grades of Incomplete. An Incomplete must be made up when the class is next offered or the grade will turn into an F.

Rescheduled Courses and Fees (Make-ups)

A student who receives a grade of F in a course will be required to retake the course and will be charged on a per credit basis. A student must make arrangements with the Registrar to reschedule any course provided all make-up fees are paid before the class begins.

Required Grade Point Average

The grade point average is reviewed for each student every 4 weeks. In all programs, students achieving a 2.0 cumulative grade point average or higher and who are progressing at an acceptable rate will be considered to be making satisfactory progress at the Center.

Grade Notification

Grade reports are available in the Registrar's office upon request. Grades will be held in the Registrar's office in electronic format until the student completes the program or withdraws, at which time a copy of the student's transcript will be placed in his/her permanent file.

Grade Appeals

Any student who feels that he/she has been graded improperly must first discuss the situation with the instructor within eight (8) weeks after the end of the class. If the student still feels that the grade is improper, he/she must discuss the situation with the Executive Chef.

Tuition

The total tuition for the entire one year program is \$22,500.00 This includes \$1500.00 of equipment and supplies. This amount does not cover the expense of every planned field trip; therefore some expense on the part the student may be incurred for select field trips. Said amount shall not exceed \$25.00 per student per trip.

Schedule Of Fees

Costs for the Program totals \$22,500.00 The Student shall deliver to the School the entire amount of the Costs on the effective date of this Agreement or in two payments. A first payment of \$12,000.00 must be delivered to the School before the start date of classes for the first 4-month semester or the Student will not be allowed to continue with the Program. A second payment of \$8,950.00 must be delivered to the School before the start date of classes for the second 4-month semester or the Student will not be allowed to continue with the Program.

The Costs are all costs the Student must pay for the Program. The Costs are itemized as follows:

Total Costs	\$22,500.00
Equipment	\$1,500.00

- A cutlery kit valued at \$400.00.
- Five personally monogrammed uniforms valued at \$100.00 each.
- Textbooks valued at \$600.00
- A Junior membership with the American Culinary Federation worth \$150.00
- Certificates and Course materials detailed below totaling \$150.00
 - Safety & Sanitation Certificate from ServSafe worth \$55.00
 - Nutrition Certificate from the American Dietary Association worth \$55.00
 - CPR Certificate from American Heart Association and Fire Safety Certificate to be taught by the Monterey Fire Department worth \$40.00
- Shipping and Handling of cutlery, uniforms, and textbooks totaling \$100.00

Supplies	\$4,000
Registration fee	\$50.00

Cancellation and Refund Policy

You, as a student, have the right to cancel the enrollment agreement and obtain a refund. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at your Orientation Class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the Agreement. If you have lost your Agreement, ask the School for a description of the refund policy. The following further describes your cancellation rights.

Calculation of Refund Amount

Should the Agreement be terminated for any reason after a period of cancellation, a student is still entitled to a partial refund as determined by the method in the following example:

1	Amount of Tuition paid (total amount paid including supplies) . . .	1	\$22,500.00
2	Cost of equipment and supplies (\$1500.00 + incidental charges) . . .	2	\$ -1,500.00
3	Registration fee	3	\$ -50.00
	Subtotal	4	\$20,950.00
5	Non-Refundable Hours	{	
	A Total hours paid for _____1500	}	
	Less		5 _____600
	B Hours remaining _____800		X \$14.00 per hour
	Subtotal	6	\$8,400.00
7	Refund amount (Subtract line 6 from line 4)		
	Total	7	\$12,550.00

If any portion of the tuition was paid by the proceeds from a loan, the refund shall be remitted to the lender, or where applicable, to the state or federal agency that guaranteed the loan. Any remaining amount shall be used to pay off any funds received through a student aid program; finally, any remainder is distributed to the student. As per the enrollment agreement any loan amount left unpaid by the refund is solely the responsibility of the student and not the Culinary Center of Monterey.

Within 10 days of the day on which the refund is issued the student will receive a Notice of Refund stating the amount of the refund, how it was arrived at and the name and address of the entity to which the refund was sent.

Student's Rights to Tuition Recovery

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California Resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

This school pays the state-imposed fee for the Student Tuition Recovery Fund (STRF) from your tuition if all of the following apply to you:

1. You are a student who is a California resident and prepays 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 fee if either of the following applies:

1. You are not a California resident,
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.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary and Vocational Education

400 R Street Suite 5000

Sacramento, CA 95814

(916) 445-3427

Student Complaint and Grievance Procedure

Schools under the authority of the Bureau for Private Postsecondary and Vocational Education must have a procedure and operational plan for handling a student complaint. If a student does not feel that the school has adequately addressed a complaint of concern, the student may consider contacting the Bureau. All complaints considered by the Bureau must be in written form, with permission from the complainant(s) for the Bureau to forward a copy of the complaint to the school for a response. The Bureau will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

A copy of the Bureau's Complaint Form is available from the Center's Director and may be obtained by contacting the Administration. A student may also address grievances by writing or calling:

Bureau for Private Postsecondary and Vocational Education

400 R Street, Suite 5000

Sacramento, CA 95814

(916) 445-3427

The Center encourages the student to bring all complaints or grievances about school-related situations to its attention. A student may present a grievance or appeal a decision by the Center through the following complaint and dispute resolution procedures. The Center will investigate all complaints or grievances fully and promptly. A *grievance* is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or Center staff.

Grievances may include misapplication of Center policies, rules, regulations, and procedures; or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Center employee; or discrimination because of race, color, gender, age, religion, national origin, marital status, or physical or mental disability.

Step One:

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

Step Two:

If the student is not satisfied with the action taken by the instructor, the student and the instructor shall each submit written reports to the Executive Chef of the Center. The Executive Chef will discuss the grievance with the student and the instructor, and will make a written decision concerning the grievance within one week and shall include in the decision any reason(s) therefore.

Step Three:

If a student is still dissatisfied with the handling of his/her grievance, he/she must submit a written request for a hearing to the Director. A hearing panel will be convened consisting of the Director, a student representative, and an instructor. A final decision will be communicated to the student in writing within ten (10) working days.

Policies Pertaining to Grievances

Information submitted by a student concerning a grievance will be received by the Center in strict confidence. All involved members of the Center staff will discuss a grievance only with those individuals who are directly involved and those individuals involved in processing the grievance. Whenever two or more students have a common or similar grievance, the Center may ask the students to select a representative(s) for the group and the students shall comply with this request.

The final decision pertaining to the grievance will be binding on all members of the group. Decisions on grievances will not be precedent-setting or binding to future grievances unless they are officially adopted as Center policy. Unresolved grievances may also be directed to the State of California Bureau for Private Postsecondary and Vocational Education.

**The Bureau for Private and Postsecondary Education
P.O. Box 980818
West Sacramento, Ca. 95798-0818
Telephone: (916) 445-3427**

English-as-a- Second-Language Instruction

The Culinary Center of Monterey does not provide English-as-a-Second Language instruction. All students wishing to enroll in our program will be required to pass a standardized English language proficiency exam, to be administered at the Center.