

ARIZONA CULINARY INSTITUTE



SCHOOL CATALOG

History ~ Philosophy

The Arizona Culinary Institute was the vision of Chef Robert E. Wilson, former governor of Arizona J. Fife Symington III, former president of Scottsdale Culinary Institute Darren Leite and trucking entrepreneur and business leader Jerry Moyes. These individuals recognized the need in the Phoenix area for a culinary school focused on traditional French methods of cooking that would prepare its students for a career in the culinary field. The vision was for small classes and hands on training where the needs of the student were primary in every business decision. After a year of working with leaders in the Phoenix business, restaurant and education community, a business plan was developed which met their vision.

In early 2002 their vision became a reality when the Arizona Culinary Institute started its first class at 114th Street and Shea Boulevard in Scottsdale, Arizona. The school is positioned on one of the most beautiful sites in the Phoenix metropolitan area with views of the McDowell Mountains, a site which inspires creativity to both the chefs and students. The ACI location, well equipped classrooms and professional instructors which were part of the school from day one, continue to be the foundation that has led to the school's success.

The original focus continues to be the guiding light which drives the school today – focus on your students and the business will succeed.

Please take time to carefully review our catalog. We have tried to make it as helpful and informative as possible. Please call us with any questions, we hope that you will come and visit our school.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Bob Wilson', with a stylized, flowing script.

Robert E. Wilson
President and Co-Founder

About ACI ~ Facilities

Arizona Culinary Institute is conveniently located in Scottsdale and occupies a spacious 18,000 square-foot building. We have five professionally designed kitchens including a Front Line Kitchen, Saucier Kitchen, Bakery, Advanced Baking and Showpiece Kitchen and a dedicated Basic Culinary Arts Kitchen. An important resource for ACI is student-run du Jour Restaurant, which serves as a laboratory and classroom for students. To further enhance the learning experience we have a well-stocked Library, three Classrooms/Demonstration rooms and a comfortable indoor/outdoor student break area.

ACI's kitchens have been carefully designed and generously equipped with the finest professional equipment, supplied by top manufacturers including Winston, Baxter, Hobart, U.S. Range, Cleveland, Rondo, Epcó and Rubbermaid. Our kitchens have been planned to give students a real-world experience and a safe, comfortable learning environment.

Mission Statement

Our founding principles are traditional, proven French Method cooking skills combined with the best of modern techniques. We offer our students an excellent facility that is staffed with experienced and dedicated Chefs and Administrators.

Arizona Culinary Institute is exclusively a culinary school. We teach a single, well-balanced program focused on Culinary Arts and directly related curriculum. We emphasize practical, hands-on time in small classes, taught in well-equipped and carefully designed facilities. Our program is carefully planned to maximize your learning experience.

ACI prepares students for careers in Culinary Arts & Hospitality covering a broad range of areas. These positions vary from entry level to management and include Chef, Executive Chef, Cook, Baker, Pastry Chef, Saucier, Catering, Restaurant Management and Ownership among others.





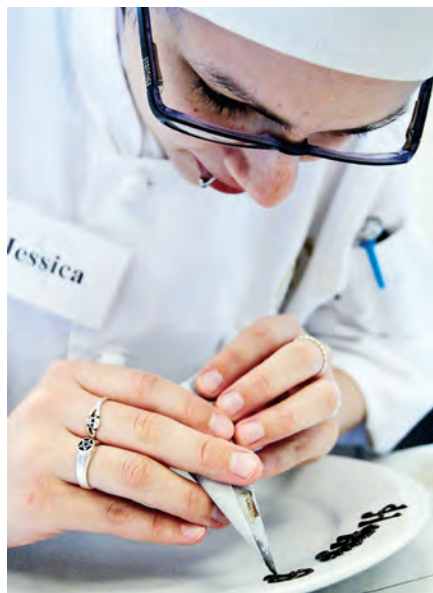
2015 Catalog

Published 6/2015

TABLE OF CONTENTS PAGE

A Career in Culinary Arts	6
Educational Objectives	6
Small Classes	6
About Scottsdale	8
du Jour Restaurant	8
Admission Requirements and Procedures	9
International Students	9
Library Resources	10
Student Services	10
Financial Planning	12
Federal Grants and Loans	12-13
Tribal Funding and Veterans Benefits	13
Scholarships	14-15
Freedom Grant	15
Blocks of Instruction/Clock and Credit Hour Conversion	16-17
Curriculum and Course Descriptions	18-19
Grading	20
Attendance	20
Internship Attendance Policy	21
Make-up Work	21
Leave of Absence	21
Student Conduct	21
Satisfactory Academic Progress Policy	22-24
Withdrawals, Reinstatement, Transfers	24
Student Refund Policy	25-26
Return of Title IV Funds Policy	27
Harassment/Bullying Policy	28
Drug-Free Environment	29
Student Grievance Policy	30
Consumer Information	31
FERPA	32-34
Licensing Memberships	35

All Photographs contained in this catalog are of actual ACI facilities, staff and graduates.



A Career in Culinary Arts

Who is Arizona Culinary Institute right for? ACI is perfect for anyone who has a passion for the Culinary Arts. Our student demographic ranges considerably: from career-changers who have always had a passion for cooking to people who are just beginning their careers and realize the endless opportunities for those with an education in Culinary Arts, Baking, and Restaurant Management. We offer a complete and well balanced professional program that emphasizes real-world skills in a personalized, friendly environment. Because of our small classes, our program pace is accelerated to make the best use of your time and resources; this will allow you to start or resume your career as soon as possible.

Educational Objectives

Arizona Culinary Institute is exclusively a culinary school. We teach a single, well-balanced program focused on Culinary Arts and directly related curriculum. We emphasize practical, hands-on time in small classes, taught in well-equipped and carefully designed facilities. Our program is carefully planned to maximize your learning experience.

ACI prepares students for careers in Culinary Arts & Hospitality covering a broad range of areas. Depending on experience, these positions may include Chef, Executive Chef, Cook, Baker, Pastry Chef, Saucier, Catering, Restaurant Management and Ownership among others.

Small Classes

The most important ingredient in a culinary student's education is the Chef/Instructor. At ACI we are extremely proud of our kitchens, equipment, classrooms, and textbooks but we know that our Chef/Instructors are the most important learning tools we offer. Students learn from our faculty's experience and their expertise which is why we are committed to small class size. Every student at ACI deserves their instructor's attention and, with classes that never exceed 20, they get it.





Scottsdale & the Valley of the Sun

The State of Arizona and the Scottsdale/Phoenix metropolitan area have become an important international center for world-renowned restaurants, resorts and all things culinary. The area boasts a population of over 3.5 million residents and continues to grow rapidly. Our location offers countless options for a great variety of lifestyles, recreation and career opportunities. Sunshine over 300 days a year and warm weather make for a pleasant and comfortable environment.

du Jour Restaurant



du Jour is the culinary laboratory that the advanced students of the

Arizona Culinary Institute operate as a French fine dining restaurant. The restaurant is open to the public Monday through Friday for lunch service from 11:30 a.m. to 12:45 p.m. Limited dinner service is also available. As the final

block of their education, the operation of the restaurant is a critical component of their culinary management development. Under the leadership of our Chef Instructors, the student's mission is to operate in a professional environment with real world implications. Students gain a competitive advantage by working as a team and learning all the positions required to provide a quality dining experience. Students are encouraged to dine at du Jour and are entitled to a 50% discount on all food items while attending the Institute and after graduating from the program. The opportunity for the students to cook and serve the Scottsdale community will be the most challenging and rewarding step in the progression of their culinary careers.



Admissions

Potential students should have a passion for food and a dedication to personal success and fulfillment.

It is recommended that all prospective students tour the campus prior to applying or after acceptance. If this is not possible, please contact the admissions department and your questions will be addressed over the phone. Free tours of Arizona Culinary Institute are given by appointment Monday through Friday and will take approximately 45 to 60 minutes. You will have the opportunity to visit and observe all of our kitchens and classrooms.

Non-Discrimination

Arizona Culinary Institute admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Admissions Requirements

- Application for Admission (included in catalog or available online)
- Proof of successful high school completion or GED Equivalency

Admissions Procedures

- Submit application for admission.
- When notified of acceptance, provide proof of successful high school completion or GED Equivalency
- After student has thoroughly reviewed Enrollment Agreement, they may sign the Enrollment Agreement and pay the \$100 non-refundable deposit to ensure a position in their requested start date. An official of ACI will counter sign the agreement and a copy will be given to the student.
- If an applicant is not accepted by ACI they will be notified within 14 days and all monies will be refunded.

International Students

At Arizona Culinary Institute we welcome diversity within our student population. International students are encouraged to apply. ACI is certified by the Student and Exchange Visitor Program (SEVP) which monitors schools and exchange programs. Proof of English language proficiency and financial responsibility are required. For detailed information visit our website at www.azculinary.edu and choose "International Students" under the admissions tab.

Library Resources

The ACI Library and Media Resource Center contains in excess of 600 culinary and reference materials. Additionally, hundreds of current and past culinary related magazines and periodicals are available to students. There are also ten high-speed computer Internet stations available for research. Library hours are from 8:00 a.m. until 6:00 p.m, Monday–Thursday, 8:00 a.m. until 5:00 p.m, Friday.

Student Services

HOUSING ASSISTANCE – Arizona Culinary Institute is conveniently located on Shea Boulevard in central Scottsdale. We are approximately three miles east of the Loop 101 Freeway, just 20-30 minutes from Sky Harbor International Airport. ACI does not guarantee housing; however we work with independent Student Housing Specialists who offer free rental services to our students. Log on to www.azculinary.edu and choose “housing” under the admissions tab to view rental options. Acceptance requirements are not determined by ACI but by the individual rental properties.

HEALTH INSURANCE – ACI’s admissions staff is pleased to assist students in finding health insurance providers. Students who are in need of health insurance coverage may contact our student services department where a representative can provide you with contact information for independent providers.

PLACEMENT ASSISTANCE – ACI students spend the final 6 weeks of their program on a paid internship. Our Placement Director acts as the liaison between students and employers to find an internship that meets their employment criteria. Job placement assistance is also offered to current and graduate students. ACI has an extensive network of hospitality industry contacts and a national database of potential employers available to our students. Internship and job placement are not guaranteed. Students are encouraged to seek out an internship early and take an active role in securing employment.

STUDENT ID CARD – A Student ID card is issued to each new student at orientation. You may contact any administrative staff member to request a replacement card. Student ID cards may be used for discounts on movies, restaurants and many more activities.

TRANSCRIPTS – Arizona Culinary Institute provides free copies of transcripts upon student request. Please contact the school registrar for more information.

TUTORING – Tutoring is available to all enrolled students at ACI. All tutors are faculty members. Students should see their instructor to start the process.

What Our Graduates Are Saying...



"The staff were so helpful and friendly, Arizona Culinary felt like home away from home."

—JENNI KOSNICK,
LAS CRUCES,
NEW MEXICO

"I really liked the hands-on approach and small classes, ACI developed all of my knowledge including classical French cuisine."

—ROSCOE KANE, TELLURIDE, COLORADO

"At ACI the Chefs take the time to explain everything. I've found that small class size is the best way to learn."

—JOSH KRAFT, GAINESVILLE, FLORIDA

"I was motivated and inspired by the instructors, hands-on experience and great facility. I'd recommend Arizona Culinary Institute to anyone who has a passion for cooking."

—ROGER DECKER JR., PEORIA, ILLINOIS

"I chose ACI for the small classes, hands-on training and reputation of the instructors. The Chefs go the extra mile to provide education beyond book experience."

—ROBIN UFKES, SEATTLE, WASHINGTON



Financial Planning

ACI offers a variety of financial aid plans that benefit our students. Students must meet the eligibility requirements of these programs to participate. ACI administers its financial aid programs in accordance with state laws and our own institutional policies.

It is recommended that students apply for financial aid once they have determined that they will be attending ACI. This will allow sufficient time for application processing. Students that need additional information or applications should contact the Financial Aid Office.

Grant and Loan Programs

Students applying for Federal Aid may do so by completing the Free Application for Federal Student Aid. The FAFSA application is available at www.fafsa.ed.gov or link directly to it through the Financial Aid tab on ACI's website www.azculinary.edu. Students must be accepted to ACI before their financial aid applications will be processed. ACI's federal school code is 041209.

Federal Pell Grant

Federal Pell Grants are monies received by students from the government. These grants are based on financial need and are determined once a FAFSA has been completed and a Student Aid Report has been generated. Provided all terms and conditions are met, these grants do not need to be repaid.



Federal Stafford and Unsubsidized Stafford Loans

These are need and non-need based federally guaranteed loans. If the student receives an amount that is “subsidized”, it means that while the student is in school, the federal government will pay the interest on the loan. Loan funds are disbursed directly by the U.S. Department of Education. Repayment on these loans begins six months after the student graduates, falls below half-time attendance or leaves school. For more information please contact the financial aid office.



Federal Plus Loans

This is a federally guaranteed loan for parents of undergraduate students. Loans will be disbursed directly by the U.S. Department of Education through the Direct Loan program. For more information please contact the financial aid office.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of your education and the amount of federal funds that are offered. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based off the prime rate. Contact the financial aid office for more information.

Tribal Funding

Students who are members of a Native American Tribe or Nation may be eligible for scholarships or funding from their Tribe. Please contact your Tribal Council for more information.

Veterans Benefits

Arizona Culinary is approved to offer our veteran students (and their dependents) veteran benefits. Students that are eligible for veteran benefits may go online to www.gibill.va.gov to obtain more information or contact the financial aid office.

Credit Evaluation Policy

This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts to be provided by the veteran benefits eligible person from all prior institutions, including military training, traditional college coursework and vocational training. All prior education and training will be evaluated and credit given when appropriate.

Scholarships

Arizona Culinary Institute awards scholarships to students who have had academic excellence, past culinary achievements or are looking to join the culinary profession. ACI encourages students to look outside the Institute for scholarship programs that may help in funding their educational expenses.

Elizabeth S. Leite Scholarship

The Elizabeth S. Leite Scholarship is for applicants that are receiving tuition assistance from an outside source that will only provide partial tuition coverage. Examples of such programs would be Vocational Rehabilitation, TAA and GI Bill. Award amounts for the Elizabeth S. Leite Scholarship will vary depending on the amount received from outside sources. Applications for the Elizabeth S. Leite Scholarship are available from the Financial Aid Office. The applicant must be enrolled and have all outside funding sources processed. The Elizabeth S. Leite Scholarship is a tuition reduction and is contingent upon maintaining a minimum grade point average of 2.0. If the student does not complete the program, the scholarship amount will be prorated based on the time attended.



Culinary Merit Scholarship

The Culinary Merit Scholarship is for applicants who excelled in High School or College. The applicant must submit a written essay along with High School or College transcripts. For those applicants using culinary experience, courses, seminars or workshops, submission of certificates of achievement may replace transcripts. Award amounts for the Culinary Merit Scholarship range up to \$5000. Applications for the Culinary Merit Scholarship are available in the Financial Aid Office. The applicant must be enrolled to receive this scholarship. The conditions of this award are that you maintain a 2.0 grade point average during Basics I and Basics II courses (instruction block 1). If the student does not complete the program, the scholarship amount will be prorated based on time attended.



Professional Culinary Scholarship

The Professional Culinary Scholarship is for applicants who are looking to change careers and join the culinary profession. The applicant must submit a written narrative about their culinary career goals and how attending Arizona Culinary Institute will help them obtain those goals. The Professional Culinary Scholarship is offered as a tuition reduction up to \$2000. Applications for the Professional Culinary Scholarship are available in the Financial Aid Office. The applicant must be enrolled to receive this scholarship. The conditions of this award are that you maintain a 2.0 grade point average during Basics I and Basics II (instruction block 1). If the student does not complete the program, the scholarship amount will be prorated based on the time attended.

Freedom Grant

The Freedom Grant is available to all applicants who have prior military service or a direct family member with prior service. The student must submit a copy of their military identification, DD214 or their family member's military documentation at the time of enrollment to receive the tuition reduction. Those awarded the Freedom Grant receive a 25% tuition reduction upon maintaining a minimum 2.0 grade point average. If the student does not complete the program, the scholarship amount will be prorated based on the time attended.

Diploma in Culinary Arts, Baking & Restaurant Management

BLOCKS OF INSTRUCTION – DAY PROGRAM

COURSE TITLE	Weeks in Course	Credit Hours	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen	Clock Hours in Internship
Basic Culinary Arts I	3	6.5	105	70	35	
Basic Culinary Arts II	3	6.5	105	67.5	37.5	
Baking and Pastry	3	5.5	105	16	89	
Saucier & Meat Fabrication	3	6	105	31	74	
Advanced Baking, Pastry & Showpieces	3	6	105	36	69	
Management Wine & Spirits	2	3	45	45	0	
Career Development	1	1.5	22.5	22.5	0	
Advanced Cuisine - du Jour Restaurant	3	6	105	24.5	80.5	
Restaurant Operations	3	6.5	105	56	49	
Internship	6	7	210			210
TOTAL	30	54.5	1012.5	368.50	434	210

CLOCK HOURS & QUARTER CREDIT HOURS

The program will consist of 368.50 lecture hours along with 434 kitchen hours that will provide the hands-on training portion of each course. Each course taken will set the foundation for the next class. At the completion of all in-house study, students will apply the learned skills in an internship lasting 210 clock hours over a 6 week time frame. This allows students to gain valuable experience in a real world environment. The program has a total of 1012.5 clock hours and 54.5 quarter credit hours.

Accrediting Commission of Career Schools and Colleges (ACCSC) Quarter credit guidelines

1 Clock Hour Didactic	= 2 units
1 Clock Hour Supervised Lab	= 1.5 units
1 Clock Hour Externship	= 1 unit
1 Clock Hour Outside Work	= 0.5 units

1 Quarter Credit Hour (QCH) = 30 Units

HOURS — Classes run 7 hours daily, Monday through Friday and are taught year-round. Class times are from 7:30am to 2:30pm.* A New Basic Culinary Arts section starts every 6 weeks year-round (please refer to the back of the catalog for exact dates).

**Class times are approximate; see your instructor for possible variations.*

Diploma in Culinary Arts, Baking & Restaurant Management

BLOCKS OF INSTRUCTION – EVENING PROGRAM

COURSE TITLE	Weeks in Course	Credit Hours	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen	Clock Hours in Internship
Basic Culinary Arts I	4.5	6.5	105	70	35	
Basic Culinary Arts II	4.5	6.5	105	67.5	37.5	
Baking and Pastry	4.5	5.5	105	16	89	
Saucier & Meat Fabrication	4.5	6	105	31	74	
Advanced Baking, Pastry & Showpieces	4.5	6	105	36	69	
Management Wine & Spirits	1.5	3	45	45	0	
Career Development	1	1.5	22.5	22.5	0	
Advanced Cuisine - du Jour Restaurant	4.5	6	105	24.5	80.5	
Restaurant Operations	4.5	6.5	105	56	49	
Internship	6	7	210			210
TOTAL	40	54.5	1012.5	368.5	434	210

HOURS – Classes run 6 hours daily, Monday thru Thursday and are taught year-round.* Class times are from 5:00pm to 11:00pm.

**Class times are approximate; see your instructor for possible variations*



Basic Culinary Arts I (105 hours)..... 6.5 credits

Students are given a thorough introduction into the basic skills, techniques, concepts and theory involved in professional cooking. Emphasis is given to Classical French Cooking Theory including The Principles of Escoffier, The Mother Sauces, and a variety of traditional and modern preparation techniques. Students are taught proper knife skills and handling including safety and sanitation. Class is theoretical and practical.

Basic Culinary Arts II (105 hours) 6.5 credits

The knowledge gained in BCA I is further enhanced to complete a solid foundation upon which to build. Techniques and speed are improved and refined with practice. Students are introduced to and prepare a greater variety of stocks, soups and sauces, fresh vegetables and produce. Essential knowledge of Mise En Place, Garde Manger and Food Presentation skills are introduced. Class is theoretical and practical.

Saucier and Meat Fabrication (105 hours)..... 6 credits

Advanced soups, stock making, and a great variety of modern and traditional derivative sauces are taught. Knife and Garde Manger skills are further enhanced. Students continue to work with a variety of meat, seafood and poultry and are taught to fabricate menu items. Charcuterie and forcemeats taught include a variety of sausages, pates and galantines. Class is theoretical and practical.

Baking and Pastry (105 hours)..... 5.5 credits

Students are taught the fundamental skills used in bakeries and preparing bakery products. Baking theory is taught and applied including weights and measures, safety and sanitation. Students will prepare quickbreads, yeastbreads, croissants, cakes, pies, pastry, pastry creams, brioche, frostings and icings. Class is theoretical and practical.

Management / Wines & Spirits (45 hours)..... 3 credits

The skills needed to manage, staff and supervise kitchen and other employees are taught. Restaurant Operations, design, concept research and marketing, budgeting, staff supervision and training is covered including ServSafe certification. Hospitality industry legal issues including liability, EEOC and ADA compliance are discussed. The Wines & Spirits section includes wine varieties and food matching, history and legal issues including licensing and dram shop laws.

Career Development (22.5 hours)..... **1.5 credits**

Students are taught the skills needed to develop their personal blueprint for successful career search and development. These skills include resume writing, interviewing skills and how to effectively use social media.

Advanced Baking, Pastry & Showpieces (105 hours)..... **6 credits**

Baking skills are polished as students learn more difficult baking, pastry and dessert techniques. Emphasis is placed on presentation, plating and appearance. Curriculum includes advanced pastries, chocolates, ice cream and sorbets. Sugar casting, pulling and blowing are taught along with tempering chocolate. Complex cake decorating including wedding cakes are taught and produced. Class is theoretical and practical.

Restaurant Operations (105 hours)..... **6.5 credits**

Students will operate du Jour Restaurant, ACI's fine dining facility. du Jour is open to the public and students gain a practical understanding of operations by running the restaurant and staffing all positions including maitre d', waiting and bartending. Although culinary terminology is taught throughout the program, students in this class are taught the vocabulary of Culinary French. Class is theoretical and practical.

Advanced Cuisine – du Jour Restaurant (105 hours)..... **6 credits**

Complete meals are prepared by our most advanced students in the fully equipped front line kitchen. Weekly menus served to the public include a variety of European, American and International cuisines and items are rotated daily. Students gain experience by moving among various stations and using only the finest ingredients. Class is theoretical and practical.

Internship (210 hours)..... **7 credits**

In the final part of ACI's program students are required to complete a 210 hour (6 week) internship as paid or un-paid by the internship employer. The internship site must be approved by Arizona Culinary Institute. The student must acquire an internship they were trained for i.e. cook, pastry cook, sous chef, chef, server, food service manager, etc.

ACI's Placement Director will assist in finding and carefully choosing a work environment based on past employment and future desires. The internship period will give the student beneficial exposure and help attain permanent employment.

Grading

Evaluation is based on class participation, practical skills and written examinations. Letter grades are based on a four point (4.0) grading scale. Listed below are the grading symbols and the grade point.

A	Excellent	4.0 grade points per credit hour
B	Above Average	3.0 grade points per credit hour
C	Average	2.0 grade points per credit hour
D	Below Average	1.0 grade point per credit hour
F	Failing	0.0 grade points per credit hour
I	Incomplete*	Not computed in CGPA
L	Leave of Absence**	Not computed in CGPA
P	Pass	Not computed in CGPA
R	Repeat***	Not computed in CGPA
T	Transfer Credit	Not computed in CGPA
W	Withdrawal	Not computed in CGPA

- *An incomplete grade will revert to a grade of "F" if the student does not make arrangements with their instructor to submit any projects or complete final exams within 1 day of their course ending.
- **An "L" grade will revert to a grade of "W" if the student does not return on their scheduled date.
- ***An "R" grade signifies the course has been repeated.

Students may, at the discretion of the President and if space is available, retake a class to improve their GPA. The higher of the two grades is the final recorded grade.

Students must complete and pass all classes and have a final grade point average of 2.0 or above to be eligible for Graduation.

Attendance

Daily attendance is essential to a student receiving the maximum benefit possible from their education. Absences and tardies will negatively affect a student's grade. A student who misses more than 25% of any class will be failed and required to repeat that class before moving on in the program. Students who need to repeat a class may do so up to one time with no additional charge. Students who need to repeat a course more than once will be charged per credit the tuition amount indicated on their enrollment agreement. If a student misses more than 3 consecutive days of any class and has not been in contact with the school on the 4th absence, he/she will be withdrawn from the program. Students who have missed 4 days but remained in contact with the school, will be placed on attendance probation, given a failing grade and will be required to retake the course with the next available scheduled class.

Internship Attendance Policy

Students are required to complete a 210 hour internship over a period of 6 weeks directly following their in-house portion of training. The internship must be completed to receive a passing grade and be eligible for graduation. The student's internship progress is strictly monitored by ACI's placement director and school registrar. Students must complete the proper documentation as a record of their internship hours. Timesheets must be signed by the student and their supervisor at the approved internship site and be submitted to ACI on a weekly basis. Internship hours that have been accumulated will not count towards the completion of the 210 hours if the student is dropped from the program during their internship.

Make-up Work

Make-up work is at the discretion of each instructor.

Leave of Absence

Students who need to take a leave of absence may do so by contacting the Campus Registrar and completing a leave of absence request form. A leave of absence may not exceed 180 days in one calendar year. Students who have remaining days available and feel that they need additional time away from school may be granted an extension to their leave of absence or a second leave of absence provided they can establish extenuating circumstances. The following instances constitute "extenuating circumstances":

- Medical (including pregnancy)
- Family Care (including care of immediate family member)
- Jury Duty
- Course Unavailable
- Military Duty

Students who do not return from their leave of absence on their specified date will be dropped from the program.

Student Conduct

Students understand that their demeanor reflects upon the school and each student agrees to abide by ACI's Professionalism Codes during their period of enrollment. The student understands that excessive absences, failing grades, cheating, use of profanity, vandalism or other unsatisfactory conduct on or off campus will result in expulsion.

Satisfactory Academic Progress Policy

A student must maintain satisfactory academic progress during their course of study to remain eligible for financial aid assistance. Satisfactory academic progress is reviewed at the completion of each block (6-weeks) and progression is required regardless of whether or not a student received financial aid.

Satisfactory Academic Progress is measured by:

- The student’s cumulative grade point average
- The student’s quantitative grade point average (number of credits earned in relation to those attempted)
- The maximum time frame allowed to complete the academic term (150% of the program length)

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must maintain a minimum CGPA during their enrollment to be considered making satisfactory academic progress. A CGPA below the standard in the CGPA Requirement Chart is considered unsatisfactory progress and will result in the student being put on academic and financial aid probation during the next block.

CGPA REQUIREMENTS	
Total Number of Credits Completed	Minimum ACI Cumulative GPA
0 -13 Credits	1.5
14-54.5 Credits	2.0

CUMULATIVE CREDITS EARNED

Students who fail to complete the required 67% of all credits attempted will be placed on Financial Aid Warning.

- **Credits attempted:** Apply to all classes for which students receive a passing grade, or an “F”, “I”, “W”, “P”, “R”
- **Credits completed:** Apply to all classes for which a student receives a passing grade of “A”, “B”, “C”, “D”, and “P”

REPEATED CLASSES: Are classes in which the student received a grade of “F”. Students will only be allowed to retake each class one time before losing financial aid eligibility for that course. Failed classes will immediately be repeated and the student will not be allowed to move on to the next block until a passing grade is awarded. Repeated classes will count towards cumulative credits attempted. Credits completed will count only once, when a passing grade is awarded. The higher of the two grades will count in the CGPA.

TRANSFER CREDITS: Arizona Culinary Institute does not accept transfer credits.

MAXIMUM TIME FRAME TO COMPLETE

Students are expected to complete the program within the maximum time frame to complete, which is defined as the period of time no longer than 150% of the published program length and the number of credits attempted. Students may not attempt more than 81.75 credits and 11.25 months for the day program and 15 months for the night program. Students no longer receive financial aid after they reach these maximums and will be dropped from the program.

Program Maximum Credits/Months Allowed

Program	Scheduled program credits	Maximum attempted credits allowed	Scheduled program months	Max. attempted months allowed
Day	54.5	81.75	7.5	11.25
Night	54.5	81.75	10	15

FINANCIAL AID WARNING AND PROBATION

Financial Aid Warning – Student’s satisfactory academic progress will be evaluated at the end of each block. Each evaluation will include a CGPA review and a review of the student’s cumulative credits earned. Students who fail to meet satisfactory academic progress requirements at the end of the block will be placed on financial aid warning for the next block, but are still allowed to receive federal aid. When a student has been placed on academic and financial aid warning for a block and successfully completes that block, that student will be removed from academic and financial aid warning. Students who fail to meet satisfactory academic progress requirements at the end of the block, will have their financial aid suspended unless they satisfactorily appeal and are placed on financial aid probation.

Financial Aid Probation – Financial aid probation will occur when a student has not successfully met the satisfactory academic progress requirement during the block they were placed on warning and has successfully appealed the decision to suspend their financial aid. Students will be placed on financial aid probation for the next 6 week block and are eligible to receive federal financial aid. Failure to meet Satisfactory Progress at the end of the Probationary block will result in the loss of all federal aid. Students may be allowed to repeat the courses but will be required to pay tuition expenses out of pocket.

Regaining financial aid eligibility – If a student successfully completes a block without receiving financial aid and meets the satisfactory academic progress requirements, they will regain financial aid eligibility.

Appeal – Students who fail to meet satisfactory academic progress standards and lose financial aid eligibility can appeal the decision. Students, who wish to appeal their financial aid termination status, may do so by requesting and then completing the appeal form located in the financial aid office. Appeals should be made within 15 days after the student is notified that they are not meeting satisfactory academic progress. Appeals must be submitted in writing to the Director of Financial Aid. All appeals must include supporting documentation and a completed Financial Aid Satisfactory Academic Progress Appeal form. Students will be notified in writing within 15 days of the Director’s decision. If an appeal is successful, students will be placed on Financial Aid Probation for the term in which the appeal was approved.

Acceptable reasons for an appeal include the following:

- Medical problems (self or family illness, hospitalization)
- Family emergency (death of immediate family member)
- Extenuating circumstances beyond a student’s control (house fire, forced to relocate, violent crime)
- Military Leave

Work conflicts are not considered to be acceptable reasons for an appeal.

Students, who wish to appeal their financial aid termination status, may do so by requesting and then completing the appeal form located in the financial aid office.

Satisfactory Academic Progress Policy *(Continued)*

READMITTED STUDENTS

When a student withdraws or is dropped from the program and then later readmitted, their credits previously completed will be included when the student's satisfactory academic progress is evaluated. If a student was on academic or financial aid probation when they left, they will return to the same status upon reinstatement. Reinstated students will return to the same block in which they left the program.

GRADUATION

Students must have a minimum cumulative grade point average of 2.0 and must have successfully completed all required credits to graduate. Students must also be current on all financial obligations to be eligible to participate in graduation and receive their Diploma.

Withdrawals

Students wishing to withdraw and terminate should do so in writing to the Campus President. The student's termination date will be the last day of actual attendance. Students who have attended at least one day of class and initiate a withdrawal or are withdrawn by ACI will be assigned a grade of "W".

Reinstatement

A student wishing to reinstate must do so through the Admissions Department by completing a new application, submitting a letter as to why they should be readmitted and their plan to successfully complete the program. Reacceptance will be based upon the student's prior grades, attendance, conduct, and ability to meet financial obligations.

Students who are reinstated six months after their withdrawal date, excluding those on internship, will be charged tuition consistent with the current tuition rate and will be required to complete a new enrollment agreement.

Readmitted students with cumulative GPA's falling below the minimum requirement will remain on probation until the minimum standards are met. Courses with a "W" grade must be retaken.

Student Refund Policy – Day Program

- A) If the applicant is not accepted by ACI, he/she will be notified and all monies paid will be refunded.
- B) The applicant may cancel his/her enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled starting date shall be considered a student.
 - 1) All monies paid by the applicant will be refunded if requested within (3) three days after signing the enrollment agreement and making an initial payment.
 - 2) An applicant requesting cancellation more than three (3) business days (excluding Saturday, Sunday, Federal and State Holidays) after signing the enrollment agreement is entitled to a refund of all money paid minus \$100.
 - 3) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.
- C) Students wishing to terminate should do so in writing. The student’s termination date shall be the last day of actual attendance.
 - 1) The student desiring to terminate his/her learning after the start date shall be entitled to a refund within 30 days from the date the school determines the student to have withdrawn as follows:
 - Week 1All program costs paid less \$800
 - Weeks 2 through 3ACI retains 10% of program costs plus \$100 administrative fee
 - Weeks 4 through 6ACI retains 20% of program costs plus \$100 administrative fee
 - Weeks 7 through 9ACI retains 30% of program costs plus \$100 administrative fee
 - Weeks 10 through 12ACI retains 40% of program costs plus \$100 administrative fee
 - Weeks 13 through 15ACI retains 50% of program costs plus \$100 administrative fee
 - Week 16 and onACI retains full program costs

Upon request ACI will provide an example of a refund calculation.

Special Cases: If unusual circumstances make it impractical to complete the program, ACI will make a settlement which is fair to both parties.

Student Refund Policy – Evening Program

- A) If the applicant is not accepted by ACI, he/she will be notified and all monies paid will be refunded.
- B) The applicant may cancel his/her enrollment at any time prior to the commencement of classes. An applicant not requesting cancellation by the scheduled starting date shall be considered a student.
 - 1) All monies paid by the applicant will be refunded if requested within (3) three days after signing the enrollment agreement and making an initial payment.
 - 2) An applicant requesting cancellation more than three (3) business days (excluding Saturday, Sunday, Federal and State Holidays) after signing the enrollment agreement is entitled to a refund of all money paid minus \$100.
 - 3) Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.
- C) Students wishing to terminate should do so in writing. The student’s termination date shall be the last day of actual attendance.
 - 1) The student desiring to terminate his/her learning after the start date shall be entitled to a refund within 30 days from the date the school determines the student to have withdrawn as follows:
 - Week 1All program costs paid less \$800
 - Weeks 2 through 4ACI retains 10% of program costs plus \$100 administrative fee
 - Weeks 5 through 8ACI retains 20% of program costs plus \$100 administrative fee
 - Weeks 9 through 12ACI retains 30% of program costs plus \$100 administrative fee
 - Weeks 13 through 16ACI retains 40% of program costs plus \$100 administrative fee
 - Weeks 17 through 20ACI retains 50% of program costs plus \$100 administrative fee
 - Week 21 and onACI retains full program costs

Upon request ACI will provide an example of a refund calculation.

Special Cases: If unusual circumstances make it impractical to complete the program, ACI will make a settlement which is fair to both parties.

Return of Title IV Funds Policy

This policy applies to students who officially or unofficially withdraw from the program and who have received Title IV funds for the term.

WITHDRAWAL

The term “official withdrawal” refers to those students who complete ACI’s withdrawal process by either submitting a written request or by verbally communicating their intent to no longer attend classes at ACI. The withdrawal date will be the day these actions are initiated. A student who does not follow the above process or does not return from an approved leave of absence will be considered an “unofficial withdrawal” and the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

THE CALCULATION OF THE RETURN OF TITLE IV FUNDS

Arizona Culinary Institute follows the Federal Return of Title IV Funds policy in determining the amount of Title IV aid a student has received and the amount which must be returned by the school and/or the student to Title IV programs.

In accordance with federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the term. After the 60% point in a term, a student has earned 100% of their Title IV funds. The calculation will be based on the student’s last date of attendance and the date the school determines the student has withdrawn from school.

The percentage of Title IV funds earned by a student who fully withdraws is calculated by simply dividing the number of calendar days the student was enrolled by the number of calendar days in the payment period or period of enrollment. The earned percentage is then subtracted from 100%, which then gives the unearned percentage. The unearned percentage is then multiplied times the total disbursement of federal assistance which calculates the total funds that need to be returned to the Federal government. If a student withdraws after 60% of the payment period or period of enrollment, no funds will be returned.

Once it is determined the amount of Title IV financial aid that was not earned, federal regulations require that the school return the Title IV funds in the following order:

- | | |
|--|------------------------|
| 1) Unsubsidized Federal Stafford Loans | 4) Federal Plus Loans |
| 2) Subsidized Federal Stafford Loans | 5) Federal Pell Grants |
| 3) Federal Perkins Loans | 6) Federal SEOG |

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Plus Loan) must return or repay, as appropriate the remaining grant and loan funds. The student (or parent, if a Federal Plus Loan) will be notified of the amount that must be returned or repaid.

Note: The above calculation of Return of Title IV Funds earned by the student has no relationship to the student’s incurred institutional charges. ACI’s refund policy will be applied once the Return of Title IV funds are calculated.

Harassment/Bullying Policy

Arizona Culinary Institute's goal is to provide an environment for our students, staff and visitors that is free from harassment/bullying by any individual in or outside of our campus. ACI does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, gender, religion, national origin, age, disability or sexual orientation. The Institute recognizes the impact of harassment on absenteeism, academic grades, productivity and turnover, and recognizes that those who may be harassed/bullied may suffer adverse effects.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal and written comments of a sexual nature, and/or visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. Sexually harassing behavior may include, but is not limited to, the following:

- Any suggestive or unwelcome physical contact; any aggressiveness such as touching, pinching, or patting.
- Unwelcome sexual flirtations, advances, propositions, or leering.
- Favoritism based on a sexual relationship (or adverse impact on other members of a group).
- Verbal remarks of a sexual nature whether directed to an individual or a group, or in the guise of humor, including sexually explicit derogatory remarks, sexually oriented photos, posters, cartoons, materials, suggestive comments, demands or jokes found to be offensive or objectionable to the recipient.
- Actual or threatened physical assault.

Anyone who is subjected to offensive sexual behavior or any other form of harassment/bullying is encouraged to pursue the matter initially through Arizona Culinary Institute's grievance procedures, or the means afforded them under Title VII or Title IX of the federal Civil Rights Act, as amended in 1991. For more information on bullying prevention visit the website www.stopbullying.gov.

Crime Awareness and Campus Security Act

Arizona Culinary Institute, as required by Federal Legislation, maintains data on the types and number of crimes on campus property as well as policies dealing with campus security. ACI publishes the annual security report each year by October 1 and distributes a copy to all current students, employees and applicants. To obtain additional information or a copy of the report, contact the Administrative Office.

Drug-Free Environment

It is the goal of Arizona Culinary Institute to provide a drug and alcohol-free environment to all our students and employees. To achieve this goal and comply with federal law, ACI prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any on campus activities. Every ACI student and employee must abide by the terms of this statement and by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol. To obtain more information or a copy of ACI's Drug and Alcohol policy, contact the Administrative Office.

Sexual Discrimination Policy

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106,

Arizona Culinary Institute's Title IX Coordinator has primary responsibility for coordinating the school's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this school, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX.

The Title IX coordinator oversees the Arizona Culinary Institute's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the school can address issues that affect the wider school community.

A student should contact the Title IX Coordinator in order to:

- seek information about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify Arizona Culinary Institute of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources and support services relating to sex discrimination, including sexual misconduct

Arizona Culinary Institute's Title IX Coordinator is:

Robert Wilson, President of Arizona Culinary Institute. He can be reached in person at 10585 N. 114th Street, Suite 401 Scottsdale, Arizona 85259, by telephone at (480) 237-4330, or by email at robert@azculinary.edu.

Student Grievance Policy

- a) If a student is dissatisfied with any facet of his/her education, including grades, they should first discuss it with their instructor. If not satisfied with the outcome, the student should contact the President of Arizona Culinary Institute.

Complaints can be filed in person at:

**Arizona Culinary Institute
10585 N. 114th St., Suite 401
Scottsdale, AZ 85259**

Any student who is terminated "for cause" may appeal the termination, in writing, within seven days (submitted to address listed above). Appeals are presented to the Academic Review Board whose decisions are final.

- b) If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

**Arizona State Board For Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, AZ 85007
(602) 542-5709
Website: www.azppse.gov**

- c) Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the President of Arizona Culinary Institute or online at www.accsc.org.



General Information

CONSUMER INFORMATION

All Institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students as well as prospective employees regarding consumer information that is available to them. Arizona Culinary Institute provides access to all of the required consumer information that you have the right to request and review on our website at www.azculinary.edu. Additionally, you have the right to request and receive this information in writing by contacting the Director of Education or designee at our location during regular business hours.

INDIVIDUALS WITH DISABILITIES REASONABLE ACCOMMODATIONS POLICY

Arizona Culinary Institute does not discriminate against individuals on the basis of physical or mental disabilities. ACI shall make reasonable accommodations to ensure access to programs, services and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs, technological access, or activities, nor will the individual be subject to discrimination. Reasonable accommodations may include modifications to rules, policies, or practices; the removal of architectural, communication or transportation barriers; provision of auxiliary aids; or the provision of equally-effective programs, services or activities. In accordance with the American Disability Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program or activity or in undue financial or administrative burdens.

Family Educational Rights and Privacy Act Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This federal law applies to all schools that receive funding under most programs administered by the Department of Education. Each student is given the right to inspect and review his/her educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

Educational Records are defined as those records directly related to a student and maintained by the institution or by a party acting for the institution. School Officials are those members of the institution who are deemed to have a legitimate educational interest, with access to educational records provided on a need-to-know basis. School Officials may include faculty, administration, clerical and professional employees and other persons who manage student educational record information.

Directory Information is defined as information that is not considered to be an invasion of privacy to the student if disclosed. ACI has defined Directory Information as the following: name, local address, local telephone listing, email address, place of birth, major, dates of attendance, degrees and awards received, photographs or most recent educational institution attended. **Students or parents that do not want this information disclosed should request in writing for the students term that this information shall not be released.**

FERPA requires that Arizona Culinary Institute notify students annually of their rights. Each year ACI sends out notification to students, providing information on these rights.

ACI's Policy on Use and Release of Student Information

ACI will not disclose information from a student's education records except with the written consent of the student.

ACI will release Directory Information* when not protected by the student, and disclose other information from a student's education record only with consent, except:

- 1) To school officials who have a legitimate educational interest in the records
 - A. A school official is:
 - 1) A person employed by ACI in an administrative, supervisory, academic, research, or support staff position.
 - 2) A person elected to the Board of Trustees.
 - 3) A person employed by or under contract with ACI to perform a special task, such as legal counsel or auditor.
 - B. A school official has a legitimate educational interest if the school official is:

- 1) Performing a task that is specific to his/her job description or by a contract agreement; or
 - 2) Performing a task related to a student's education; or
 - 3) Performing a task related to the discipline of a student; or
 - 4) Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.
- 2) To officials of another school, upon request, in which a student seeks or intends to enroll.
 - 3) To certain officials of the U.S. Department of Education, the Controller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 - 4) In connection with the student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - 5) To accrediting organizations to carry out their functions.
 - 6) To comply with judicial order or a lawfully issued subpoena.
 - 7) To aid parties in a health or safety emergency.

*Directory Information includes: name, local address, local telephone listing, email address, place of birth, major, dates of attendance, degrees and awards received, photograph, most recent educational institution attended.

Access to Your Academic Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education record within 15 days of the day Arizona Culinary Institute receives a request for access.

Student should submit to the Registrar written requests that identify the record(s) they wish to inspect. Students will either be mailed out the requested documents or allowed to pick them up from the Registrar's office.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Arizona Culinary Institute to amend a record that they believe is inaccurate or misleading. Students should write the President of ACI, clearly identifying the parts of the record they want changed, and specify why it is inaccurate or misleading. ACI will decide within 45 days after the request is submitted whether to amend a challenged record. Students will be notified of the decision in writing. If ACI does amend the challenged record, the information in the record shall be corrected or removed and destroyed. If ACI does not amend the challenged record, the student shall

be advised in writing the decision and the right to a formal hearing in accordance with FERPA, Section 99.22. If the student requests a hearing, it shall be in accordance with FERPA, Section 99.22.

- a. Hearings shall be conducted within 45 days after the request for the hearing has been received;
 - b. If, as a result of the hearing, ACI decides to amend the student record, the student shall be informed of the decision in writing;
 - c. If, as a result of the hearing, ACI decides not to amend the student record, the student shall have the right to submit a statement commenting upon the information in the challenged record and/or setting forth any reasons for disagreeing with the decision. This statement shall be maintained as a permanent part of the student's record in accordance with FERPA, Section 99.21, and Section 67132 of the Education Code.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by ACI in an administrative, supervisory, academic, or support staff position; a person or such company with whom ACI has contracted (such as an attorney, auditor, National Student Loan Clearinghouse or collection agency); a person serving on the Board of Trustees. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, ACI discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

Data will be provided to the IRS to comply with the Tax Relief ACT of 1997 and to any other governmental agency as required by law.

4. The right to file a complaint with the US Department of Education Concerning alleged failures by Arizona Culinary Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**



Licensing, Approvals & Memberships

Accrediting Commission
of Career Schools and
Colleges

Arizona State Board for Private
Postsecondary Education

Arizona Private School Association

International Association of
Culinary Professionals

National Restaurant Association

ServSafe Certification

Arizona Restaurant Association

Scottsdale Chamber of Commerce

National Association of
Catering Executives

Society of Wine Educators

This image shows a single sheet of white paper with horizontal purple lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.