

ARIZONA CUL INA RY



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 (no more than 20 students per class) 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 in 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,



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 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 industry-standard professional equipment, supplied by top manufacturers including Vita-Mix, Winston, Baxter, Hobart, U.S. Range, Varimixer, Robot Coupe, Mercer Cutlery and Rezku restaurant management software. Our kitchens have been planned to give students a real-world experience in 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.

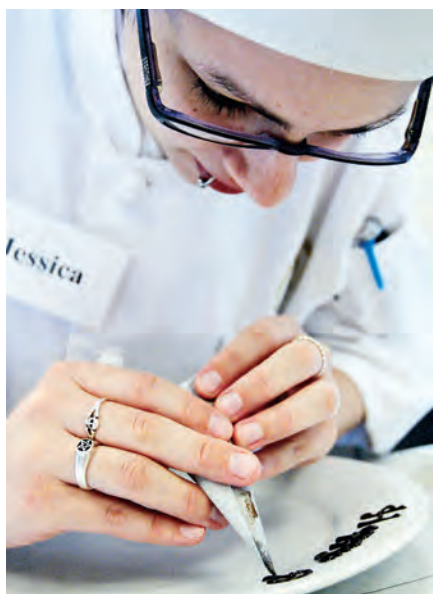
Arizona Culinary Institute is exclusively a culinary school. We teach a single, well-balanced program focused on Culinary Arts and directly related curriculum. We emphasize practical, hands-on time in small classes, taught in well-equipped and carefully designed facilities. Our program is carefully planned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

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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.

Class Size

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 sizes. 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. Arizona Culinary Institute is conveniently located on Shea and 116th Street in North Scottsdale. We are approximately three miles from the loop 101, just 20-30 minutes from Sky Harbor Airport.

du Jour Restaurant



du Jour is the culinary laboratory that the advanced students of the Arizona Culinary Institute operate

as a 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 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. Tours of Arizona Culinary Institute are given by appointment only Monday through Friday and will take approximately 30 to 45 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.

Admission Requirements

Application for Admission (available online)

Proof of successful high school completion or GED equivalent

Admissions Procedures

Submit the free application for admissions.

When notified of acceptance, provide proof of successful high school completion or GED Equivalent. After the 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 1700 culinary and reference materials. Additionally, hundreds of current and past culinary related magazines and periodicals are available to students. Laptop computers are available and can be checked out for in-house research. Library hours are from 8:00 a.m. until 6:00 p.m. Monday through Thursday, and 8:00 a.m. until 4:00 p.m on Friday.

Student Services

HOUSING ASSISTANCE – Arizona Culinary Institute is conveniently located on Shea Boulevard in central Scottsdale. 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 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, or in some cases, unpaid internship. Our Career Services Department 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 one free copy of transcripts upon student request. Please contact the School Registrar for more information. Additional transcript copies can be purchased for \$5.

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...

"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



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

—Jenni Kosnick,
Las Cruces,
New Mexico



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.

Note: Financial Aid is available to those who qualify.

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. Students must be accepted to ACI before their financial aid applications will be reviewed. ACI's federal school code is 041209.

Federal Pell Grant

Federal Pell Grants are monies received on behalf of the 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 Subsidized 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

ACI 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. For more information please speak with ACI’s VA Certifying Representative.

Veterans Benefits Continued

Credit Evaluation Policy

The institution will inquire about each veteran of veteran benefits eligible person's previous education and training and requests transcripts to be provided by the veterans 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.

Title 38

In compliance with Title 38 United States Code Section 3679(e), Arizona Culinary Institute (ACI) has updated its academic regulations regarding participation of covered individuals in courses of education and the prohibition of assessment of penalties for those individuals related to delayed VA funding.

Covered Individuals

A covered individual is any individual who is entitled to receive educational assistance under one of the following chapters: chapter 31 - Vocational Rehabilitation and Employment, chapter 33 - Post-9/11 GI Bill® benefits, chapter 30 or 1606 - Montgomery GI Bill ®*, chapter 35 - Dependents Education Assistance. A covered individual must provide a certificate of eligibility. A certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes

Certification to Receive Veterans Benefits

Students must notify the Veterans Services Office each semester that they are ready to be certified. Failure to notify the office may result in classes not being certified and students may be dropped from their classes. Students must follow an Arizona Culinary Institute Diploma plan to receive their benefits.

Any covered individual will be allowed to attend or participate in their courses during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

- a) date on which payment from the VA is made to Arizona Culinary Institute;

Or

- a) 90 days after the date the Veterans Services Office certifies tuition and fees following the receipt of the certificate of eligibility.

Arizona Culinary Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other ACI facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to ACI due to the delayed disbursement funding from VA under chapter 31 or 33.

* GI Bill ® is a registered trademark of the U.S. Department of Veteran Affairs (VA)

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 to receive this tuition reduction (non-cash scholarship) 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 null and void.

**Note: Arizona Culinary Institute scholarships cannot be combined.*



Glenn Humphrey Culinary Merit Scholarship

The Glenn Humphrey 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 GH Culinary Merit Scholarship range up to \$5000. Applications for the GH Culinary Merit Scholarship are available in the Financial Aid Office. The applicant must be enrolled to receive this tuition reduction (non-cash) 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 null and void.



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 tuition reduction (non-cash) 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 null and void.

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 will receive a non-cash grant upon maintaining a minimum 2.0 grade point average. If the student does not complete the program, the grant amount will be prorated based on the time attended.

Financial Need Grant

The Financial Need Grant is available to all ACI applicants who demonstrate financial need for tuition expenses. Grants will be awarded to students who meet all ACI's criteria for need-based financial aid. Grant award winners will receive a tuition reduction (non-cash grant) to attend Arizona Culinary Institute, once they have successfully completed the program. To be eligible, a student must be enrolled for classes at Arizona Culinary Institute. Applicant must demonstrate financial need based upon the FAFSA Expected Family Contribution (EFC) of 15,000 or lower. Unlike other ACI scholarships, the Financial Need Grant becomes null and void if a student withdraws from school.

Diploma in Culinary Arts, Baking and 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	
Food and Beverage Management Career Development	3	4.5	67.5	67.5	0	
Advanced Cuisine	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 & 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 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
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 7:30 a.m. to 2:30 p.m.* A New Basic Culinary Arts section starts every 6 weeks year-round (please refer to the back of the catalog for exact dates).

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

Diploma in Culinary Arts, Baking and 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	
Food and Beverage Management Career Development	2.5	4.5	67.5	67.5	0	
Advanced Cuisine	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	368.50	434	210

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

The **Diploma in Culinary Arts, Baking & Restaurant Management** is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an internship experience that gives students a chance to practice skills taught throughout the course of their studies. Prior to starting an internship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen
- Demonstrate professionalism appropriate to the hospitality industry.

Upon completion of the program, the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example: Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The various titles of “chef” in the aforementioned list generally apply to more advanced roles in a professional kitchen. Arizona Culinary Institute cannot guarantee employment or salary.

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

Curriculum

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. Garde manger, mother sauces, small sauces and a variety of traditional and modern preparation techniques are covered. Students are taught proper knife skills and handling, as well as safety and sanitation. Class is theoretical and practical.

Basic Culinary Arts II (105 hours) **6.5 credits**

The knowledge gained in Basic Culinary Arts I is further enhanced to complete a solid foundation upon which to build. Techniques and speed are improved and refined with practice. Students learn and prepare soups, fish and shellfish and a variety of meats (chicken, beef, lamb, pork). Essential knowledge of mise en place and food presentation skills are reinforced. Class is theoretical and practical.

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

Expanded instruction in soups, stock making, and a variety of modern and traditional sauces. 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 and cured items. Class is theoretical and practical.

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

Students are presented with 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.

Food & Beverage Management and Career Development (67.5 hours)..... **4.5credits**

The focus of this course is kitchen management from a staffing, employee training, and flow of food perspective. Emphasis is placed on food and beverage menu development, basic kitchen math, and sanitation including training for the ServSafe Manager Certificate and ServSafe Allergen Certificate. The history, production, tasting and pairings of non-alcoholic beverages, beer, spirits and wine are taught in depth. The career development element of the course will lay out a plan for success in the food and beverage industry by developing the professional skills for goal setting, resume writing, and interviewing. This class is lecture and presentation based with practical study through tasting and assignments.



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. Class includes advanced pastries, chocolates, sugar casting, sugar pulling, marzipan, Isomalt, and complex cake decorating techniques. 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 mixology. 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 (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 course 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 Career Services assists students in securing an internship site by 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.

Grade Scale

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 points.

Letter Code	Description	Quality Points
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
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 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 minimum 6 week period directly following their in-house portion of training. Students may take longer than the 6 weeks to complete the required 210 hours. 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. Time-sheets 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 withdrawn 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, threatening language, 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.

DIPLOMA PROGRAM CGPA REQUIREMENTS	
Total Number of Credit 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.

VA Beneficiaries please refer to the policy on page 10.

Satisfactory Academic Progress Policy (continued)

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-Diploma Program

Diploma Program	Scheduled program credits	Maximum attempted credit allowed	Scheduled program months	Max. attempted months allowed
Day	54.5	81.75	7.5	11.25
Night	54.5	81.5	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 is 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.

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 courses 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. Re-acceptance 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.

Reinstated 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 Cancellation and Refund Policy — Diploma Day Program

An applicant not accepted by the Arizona Culinary Institute is entitled to a refund of all monies paid.

FTC Cancellation Notice: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (minus an administration fee of \$100).

The applicant may cancel their 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.

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 the equipment.

After the commencement of the **Tuition** refund (less the \$100 Administration fee) amount shall be determined as follows

% of the clock hours attempted	Weeks	Tuition refund amount:
	1	All Tuition less Supply Fee
10% or less	2–3	90% ACI Retains 10% **
More than 10% and less than or equal to 20%	4–6	80% ACI Retains 20% **
More than 10% and less than or equal to 30%	7–9	70% ACI Retains 30% **
More than 10% and less than or equal to 40%	10–12	60% ACI Retains 40% **
More than 10% and less than or equal to 50%	13–15	50% ACI Retains 50% **
More than 50%	16 and on	ACI Retains all costs

**** Plus \$100 Administration Fee**

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Student Supply Fee: This fee includes a culinary student knife kit, text books, printed handouts and student uniforms. This fee is nonrefundable once the student begins classes. Items that are still in new unused condition can be returned to the school for full refund. Items that have been used or altered are not refundable.

Refunds: Will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. 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 attempt to make a settlement which is fair to both parties.

Student Cancellation and Refund Policy – Diploma Night Program

An applicant not accepted by the Arizona Culinary Institute is entitled to a refund of all monies paid.

FTC Cancellation Notice: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (minus an enrollment/administration fee of \$100).

The applicant may cancel their 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.

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 the equipment.

After the commencement of classes, the **Tuition** refund (less the \$100 Administration Fee) amount shall be determined as follows

% of the clock hours attempted	Weeks	Tuition refund amount:
	1	All Tuition less Supply Fee
10% or less	2–4	90% ACI Retains 10% **
More than 10% and less than or equal to 20%	5–8	80% ACI Retains 20% **
More than 10% and less than or equal to 30%	9–12	70% ACI Retains 30% **
More than 10% and less than or equal to 40%	13–16	60% ACI Retains 40% **
More than 10% and less than or equal to 50%	17–20	50% ACI Retains 50% **
More than 50%	21 and on	ACI Retains all costs

**** Plus \$100 Administration Fee**

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Student Supply Fee: This fee includes a culinary student knife kit, text books, printed handouts and student uniforms. This fee is nonrefundable once the student begins classes. Items that are still in new unused condition can be returned to the school for full refund. Items that have been used or altered are not refundable.

Refunds: Will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. 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 attempt to make a settlement which is fair to both parties.



Arizona Culinary Institute

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 by 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
- 2) Subsidized Federal Stafford Loans
- 3) Federal Perkins Loans
- 4) Federal Plus Loans
- 5) Federal Pell Grants
- 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 Institutes 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

If a student is dissatisfied with any facet of his/her education, including grades, the student shall express these concerns initially by contacting the appropriate faculty member within three (3) school days of the occurrence giving rise to the concerns, by requesting a meeting to informally discuss the concerns.

If the concerns are not resolved to the student's satisfaction after the informal discussion, the student may submit a complaint in writing to the Director of Education or Executive Chef, within three (3) school days after the informal discussion. In filing the written complaint, the student may request to meet with the Director and/or Executive Chef. The written complaint must specify the specific complaint(s) together with the desired resolution(s).

The Director/Executive Chef shall review it and respond in writing to the student within three (3) school days after receiving the complaint or after holding the (optional) requested meeting, whichever is later.

If the student is not satisfied with the results of the Director/Executive Chef, he or she may then appeal in writing to the President of the school within three (3) school days after receipt of the written response. The student may request a meeting with the President. The President shall issue a written response to the student within five (5) school days after receipt of the appeal or after holding the (optional) requested meeting, whichever is later.

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 (7) days (submitted to address listed above). Appeals are presented to the Academic Review Board whose decisions are final.

- a) 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
1740 W Adams Ste. 3008
Phoenix, AZ 85007
(602) 542-5709
Website: www.azppse.gov**

Student Grievance Policy (continued)

- b) 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 Financial Aid 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 Clearing house 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

ACCSC

Accrediting Commission
of Career Schools and Colleges
2009-2010
2014-2015

School of Excellence Award

Arizona State Board for Private
Postsecondary Education

Alpha Beta Kappa
Alpha Omega of Arizona Chapter

National Restaurant Association

Arizona Veteran Supportive Campus
Arizona Coalition of Military Families

US Department of Veteran Affairs
Principle of Excellence School

ServSafe Certification

Arizona Restaurant Association

Scottsdale Chamber of Commerce