

# Avocational Catalog



2026

Culinary Arts

Baking & Pastry

## History ~ Philosophy

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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 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 black ink, appearing to read 'Bob Wilson', with a stylized, flowing script.

Robert E. Wilson  
President and Co-Founder

## About ACI ~ Facilities

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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 Rezkü. Our kitchens have been planned to give students a real-world experience and a safe, comfortable learning environment.

## Mission Statement

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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 well-balanced programs, 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 diploma program 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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## A Career in Culinary Arts

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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

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Arizona Culinary Institute is exclusively a culinary school. We teach a 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.

## Class Size

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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

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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

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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 12:30 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

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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.

***The Course in Culinary Arts and the Course in Baking and Pastry (8 1/2 weeks) is a Vocational (not vocational) and does not lead to employment.***

## Non-Discrimination

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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

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Application for Admission (available online)

Course programs are available to applicants 16 years of age or older.

## Admissions Procedures

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Submit the free application for admissions.

When notified of acceptance, and 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

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At Arizona Culinary Institute we welcome diversity within our student population. International students are encouraged to apply. International applicants are responsible for obtaining the proper Educational Visa(s) from the United States Department of Homeland Security prior to acceptance into the program. Proof of English language proficiency and financial responsibility are required

## Library Resources

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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–Thursday, 8:00 a.m. until 4:00 p.m, Friday. A separate online Culinary book resource is also available with over 950 culinary cookbooks.

## Student Services

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**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.

**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.



## Avocational Course in Basic Culinary Arts

### BLOCKS OF INSTRUCTION - DAY PROGRAM

COURSE TITLE	Weeks in Course	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen
Basic Culinary Arts I	4	120	80	40
Basic Culinary Arts II	4	120	77	43
<b>Total</b>	<b>8</b>	<b>240</b>	<b>157</b>	<b>83</b>

#### Class Hours

Classes for the day program 6 hours daily, Monday through Friday from 8:00 am to 2:00 pm.\* A new Course in Culinary Arts starts every 8 weeks year round for the day program. Please refer to the back of the catalog for exact dates. \*Class times are approximate see your instructor for possible variations.

#### Course in Basic Culinary Arts

The course is designed to teach students the fundamental skill of food preparations in a professional environment. Students are trained in basic culinary technique including sanitation, knife skills, stocks and soups, sauces and a variety of cooking methods. The program features lecture and laboratory formats. A student must have a cumulative grade point average (CGPA) of 2.0 or better to receive a letter of completion.

#### Clock Hours

The program consists of 157 lecture hours along with 83 kitchen hours, that will provide the hands-on training portion of each course. At the completion of all in-house study, students will receive a letter of completion. The program has a total of 240 clock hours.

#### Program outcomes include:

- Demonstrate basic to intermediate-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the food service industry.

Upon completion of the program, the student should have the skills needed to prepare food safely given the skills obtained. Students should not expect to become chefs upon completion. Arizona Culinary Institute cannot guarantee employment or salary.

**This is a Avocational course and does not lead to employment**

## Avocational Course in Baking and Pastry

### BLOCKS OF INSTRUCTION - DAY PROGRAM

COURSE TITLE	Weeks in Course	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen
Baking and Pastry	4	120	17	103
Advanced Baking and Pastry	4	120	41	79
<b>Total</b>	<b>8</b>	<b>240</b>	<b>58</b>	<b>182</b>

#### Class Hours

Classes for the day program run 6 hours daily, Monday through Friday from 8:00 am to 2:00 pm. \* A new Course in Baking & Pastry starts every 8 weeks year-round for the day program. Please refer to the back of the catalog for exact dates). \*Class times are approximate; see your instructor for possible variations.

#### Course in Baking & Pastry

The course is designed to teach the students fundamental skills appropriate of basic baking and pastry preparation in a professional environment. Students begin their program with Basic Culinary Arts to learn kitchen fundamentals and basic sanitation. The course continues to Baking and Pastry with education in basic baking concepts including yeast breads, lamination techniques and production baking. The final class in the course focuses on elevated techniques including advanced pastry decoration. The program features lecture and laboratory formats. A student must have a cumulative grade point average (CGPA) of 2.0 or better to receive a letter of completion.

#### Clock

The program consists of 58 lecture hours along with 182 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 study, students will receive a letter of completion. The program has a total of 240 clock hours.

#### Program outcomes include:

- Demonstrate basic to intermediate-level cooking/baking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the food service industry.

Upon completion of the program, the student should have the skills needed to produce baked goods, cakes, decorate and make other items prepared in the bake shop. Students should not expect to become chefs upon completion. Arizona Culinary Institute cannot guarantee employment or salary.

**This is a Avocational course and does not lead to employment**

## Avocational Course in Basic Culinary Arts

### BLOCKS OF INSTRUCTION - NIGHT PROGRAM

COURSE TITLE	Weeks in Course	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen
Basic Culinary Arts I	5	120	80	40
Basic Culinary Arts II	5	120	77	43
<b>Total</b>	<b>10</b>	<b>240</b>	<b>157</b>	<b>83</b>

#### Class Hours

Classes for the day program 6 hours daily, Monday through Thursday from 5:00 pm to 11:00 pm.

Please refer to the "Start Date" insert for available Dates.

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

#### Course in Basic Culinary Arts

The course is designed to teach students the fundamental skill of food preparations in a professional environment. Students are trained in basic culinary techniques including sanitation, knife skills, stocks and soups, sauces and a variety of cooking methods. The program features lecture and laboratory formats. A student must have a cumulative grade point average (CGPA) of 2.0 or better to receive a letter of completion.

#### Clock Hours

The program consists of 157 lecture hours along with 83 kitchen hours, that will provide the hands-on training portion of each course. At the completion of all in-house study, students will receive a letter of completion. The program has a total of 240 clock hours.

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## Avocational Course in Baking and Pastry

### BLOCKS OF INSTRUCTION - NIGHT PROGRAM

COURSE TITLE	Weeks in Course	Clock Hours	Clock Hours in Classroom	Clock Hours in Kitchen
Baking and Pastry	5	120	17	103
Advanced Baking and Pastry	5	120	41	79
<b>Total</b>	<b>10</b>	<b>240</b>	<b>58</b>	<b>182</b>

#### Class Hours

Classes for the night program run 6 hours daily, Monday through Thursday from 5:00 pm to 11:00 pm. Please refer to the "Start date" insert for exact class dates).

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

#### Course in Baking & Pastry

The course is designed to teach the students fundamental skills appropriate of basic baking and pastry preparation in a professional environment. Students begin their program with Basic Culinary Arts to learn kitchen fundamentals and basic sanitation. The course continues to Baking and Pastry with education in basic baking concepts including yeast breads, lamination techniques and production baking. The final class in the course focuses on elevated techniques including advanced pastry decoration. The program features lecture and laboratory formats. A student must have a cumulative grade point average (CGPA) of 2.0 or better to receive a letter of completion.

#### Clock

The program consists of 58 lecture hours along with 182 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 study, students will receive a letter of completion. The program has a total of 240 clock hours.

#### Program outcomes include:

- Demonstrate basic to intermediate-level cooking/baking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the food service industry.

Upon completion of the program, the student should have the skills needed to produce baked goods, cakes, decorate and make other items prepared in the bake shop. Students should not expect to become chefs upon completion. Arizona Culinary Institute cannot guarantee employment or salary.

**This is a Avocational course and does not lead to employment**

## Avocational Course in Culinary Arts

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### **Basic Culinary Arts I** (120 hours)

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** (120 hours)

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.

## Avocational Course in Baking and Pastry

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### **Baking and Pastry** (120 hours)

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.

### **Advanced Baking, Pastry & Showpieces** (120 hours)

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 and Isomalt, and complex cake decorating techniques. Class is theoretical and practical.

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## Financial Planning

The following financial aid opportunities are available for students pursuing courses in Culinary Arts or Baking and Pastry:

**Cash/Direct Payment** – Cash or credit card payments are accepted.

**Private Loans** – Various lending institutions offer loans to help cover the cost of your education. A co-signer may be required to meet the lenders credit criteria. Interest rates are variable and are typically based off the prime rate. Contact the financial aid office for more information.

**Scholarships** – Arizona Culinary Institute encourages students to look outside the Institute for scholarship programs that may help in funding their educational expenses.

**Note:** These programs are not eligible for VA or GI Bill Education Benefits.

## Grade Scale

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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
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 a letter of completion.

## Make-up Work

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

## Student Conduct

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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.

# Attendance and Absenteeism

## Attendance and Absenteeism

Regular and consistent attendance is essential to academic success and the overall educational experience. Absenteeism and tardiness negatively impact student performance and may result in a lower final grade or failure of a course. The school does not differentiate between excused and unexcused absences. All absences, regardless of reason, are considered unexcused for attendance tracking and academic policy enforcement.

Any student who misses more than 20% of an on-campus course will receive a failing grade and must repeat the course and obtain a minimum GPA of 2.0 before advancing to the Block 4 courses in either Advanced Cuisine or Restaurant Operations, the program's on-campus capstone courses. Students may repeat a failed course one-time at no additional cost. If a course must be repeated more than once, standard tuition rates will apply as outlined in the enrollment agreement. Students may retake failed courses until a passing grade is achieved, provided they do not exceed 1.5 times the total program length as defined in the school's policies. Refer to the Repeat Courses Policy for further details.

## Day Program Students

- Students who accumulate four (4) absences but remain in regular contact with the school's Registrar will receive a failing grade and must retake the course.
- Students who fail to contact the Registrar by the fourth (4th) day of absence will be immediately withdrawn from the program and a refund processed according to the school's official refund policy.

**\*Note:** *In accordance with regulations established by the U.S. Department of Education (DOE) the school will determine by the 14th consecutive day, including weekends and holidays, whether a student will be withdrawn from their academic program. As a Title IV institution that requires regular student attendance, ACI's attendance policy operates well within the parameters set forth by the DOE.*

Students who are withdrawn due to excessive absences and wish to return at a later date should review the School's Reinstatement Policy to determine eligibility and follow the appropriate procedures. Additionally, all students who experience interruptions in their academic programs are strongly encouraged to consult the School's Financial Aid Office for additional guidance.





## Leave of Absences

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To ensure that students derive the greatest benefit from their educational experience, it is essential that the program be undertaken as a continuous and uninterrupted course of study. Prolonged absences can significantly hinder information retention and disrupt the learning process. Therefore, Arizona Culinary Institute (ACI) strongly discourages students from taking leaves of absence. Nonetheless, the school acknowledges that, in certain circumstances, it may become necessary for a student to temporarily interrupt their studies. In such cases, a student may request a Leave of Absence (LOA) through the Registrar's Office, in accordance with the school's policy.

Each student must request the LOA in writing, which must include a detailed explanation for the reason for the leave as well as the length of leave requested. This request should be submitted to the Registrar's Office on or before the student's last day of attendance. In those cases where unforeseen circumstances should prohibit an advance request, such as an acute illness or a death of an immediate family member, the student, in addition to the written request, must be able to provide in writing at a later date, the specific reason(s) that the request could not be made in advance.

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# Leave of Absences - Continued

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## **Students may request an LOA for the following:**

- Medical conditions
- Family Care or Bereavement
- Military Service
- Jury Duty

Requests will be granted for the longer of the number of days to the next class start date or 45 days consecutive, including weekends and school holidays, in cases where an extension is required, the student will be required to provide a written request to extend the leave prior to expiration of the current leave.

Once a request for leave is received from the student, the Registrar will complete a Student Leave of Absence Acknowledgment Form for circulation among key administrative staff members. The school's Registrar will review the request and notify the student within five (5) school days.

The Registrar will determine the potential date(s) for the student's return. Due to space limitations, students may be required to adjust their class schedule upon reentry. Students will be informed of their revised expected graduation date. Typically, students returning from a Leave of Absence (LOA) will not rejoin their original class cohort. Furthermore, placement in the original class schedule is not guaranteed and is subject to space and course availability.

## **Students should note the following**

- A student requesting a LOA must be in good standing with respect to the school's attendance policy, except in cases involving documented extenuating circumstances. Under no circumstances may a LOA commence prior to the school's receipt of a written request from the student and the granting of formal approval. For additional details, please refer to the school's Student Attendance and Absenteeism Policy.
- Failure to return from a LOA on the designated date will result in the student being withdrawn from the program, with the official date of dismissal recorded as the last date of attendance. Any applicable refunds will be processed in accordance with state and federal regulations.
- If a student's Leave of Absence (LOA) exceeds 180 days—whether as a single leave or as the cumulative total of multiple approved leaves within a 12-month period, the student will be withdrawn from the program and will be required to complete the re-enrollment process prior to returning.
- A student receiving federal financial aid is considered to remain enrolled during an approved LOA. However, if the student does not return at the conclusion of the approved leave, they will be deemed to have withdrawn as of their last date of attendance. In such cases, a return of federal funds calculation will be required in accordance with applicable regulations. Additionally, for the purposes of in-school loan deferment, the student will be considered withdrawn as of the last date of attendance, and the 180-day grace period prior to the commencement of loan repayment will be considered to have begun on the first day of the LOA. All students are encouraged to meet with the school's Financial Aid department before requesting an LOA.
- Students on LOA remain enrolled but may not be eligible for certain extracurricular Student Services activities.

# Satisfactory Academic Progress Policy

A student must maintain satisfactory progress during their course of study to remain enrolled in the course. Satisfactory progress reviewed at the completion of each class every (4-weeks am class, every 5 weeks for the pm class)) and progression is required continue into the next class.

**Satisfactory Academic Progress is measured by:**

- The maximum time frame allowed to complete the academic term (150% of the program length)
- Earning passing grades for each class

Course(s) Progress Requirements	
Hours	Hours
Basic Culinary Arts	240
Baking and Pastry	240

- Hours attempted: Apply to all classes for which students receive a passing grade, or an "I", "P"
- Hours completed: Apply to all classes for which a student receives a passing grade of "P"

**REPEATED CLASSES:** Are classes in which the student received a grade of "Fail". Students will only be allowed to retake each class one time without a tuition charge. Failed classes will immediately be repeated and the student will not be allowed to move on to the next class until a passing grade is awarded.

**CREDIT TRANSFER OR STACKING:** Both the Course in Culinary Arts, and the Course in Baking and Pastry are non-credit avocational courses. As a result credits are not eligible to be transferred or stacked to another institution. students may elect to take one or both courses. However the courses are separate offerings and neither may be applied toward the Professional Diploma in Culinary Arts Baking and Restaurant Management program.

**TRANSFER CREDITS:**Arizona Culinary Institute does not accept transfer credits from other institutions.

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# Satisfactory Academic Progress Policy (continued)

## MAXIMUM TIME FRAME TO COMPLETE

Students are expected to complete the course within the maximum time frame to complete, which is defined as the period of time no longer than 150% of the published program length. Students may not exceed 3 months for the AM Culinary course and the AM Baking course. or cannot exceed 4 months for the PM Culinary and the PM Baking Course. If students exceed these maximums they will be dropped from the program.

### Program Maximum Months Allowed Course(s)

AM Course Program	Scheduled program months	Max. attempted months allowed
Culinary Arts	2	3
Bakingand Pastry	2	3

PM Course Program	Scheduled program months	Max. attempted months allowed
Culinary Arts	2.5	4
Bakingand Pastry	2.5	4



**Appeal:** Students who fail to meet satisfactory academic progress standards can appeal the decision. Students, who wish to appeal their warning or termination status, may do so by requesting and then completing the appeal form located in the administration 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 Education.

All appeals must include supporting documentation and a completed 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 Academic 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 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.

## Withdrawals

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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

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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

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. ***Applicant will be charged for uniforms that are opened or altered.***

**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). ***Applicant will be charged for uniforms that are opened or altered.***

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

AM Courses	% of the clock hours attempted	Weeks	Tuition refund amount:
	More than 10% less than 20% or less	1	80% ACI Retains 20% plus supply fee **
	More than 20% and less than 30%	2	70% ACI Retains 30% Plus Supply fee**
	More than 30% and less than 40%	3	60% ACI Retains 40% plus supply fee **
	More Than 40% and less than equal to 50%	4	50% ACI Retains 50% plus supply fee **
	More than 50%	5-8	ACI Retains all costs

PM Courses	% of the clock hours attempted	Weeks	Tuition refund amount:
	More than 10% and less than 20%	1	90% ACI Retains 10% plus supply fee **
	More than 20% and less than 30%	2	80% ACI Retains 20% plus supply fee**
	More than 30% and less than 40%	3	70% ACI Retains 30% plus supply fee**
	More than 40% and less than 50%	4	60% ACI Retains 40% plus supply fee**
	More than 50%	5-10	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.

## Harassment/Bullying Policy

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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](http://www.stopbullying.gov).

## Crime Awareness and Campus Security Act

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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

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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

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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 Institutes'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](mailto:robert@azculinary.edu).

## Student Grievance Policy

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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, 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 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](http://www.azppse.gov)**

## Student Grievance Policy (continued)

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- 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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

## Arizona Culinary Institute's Emergency Preparedness Plan

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At the Arizona Culinary Institute (ACI), we prioritize the safety and well-being of our students, faculty, and staff. To ensure a rapid and efficient response in any emergency situation, we have implemented the following measures:

1. Annual Safety Training for Faculty: Our faculty undergoes comprehensive annual training in key areas, including:

*Basic First Aid*

*CPR Training*

*Active Shooter Training*

2. Awareness of Local Weather Conditions: While our region is typically free from major natural disasters like hurricanes, floods, and earthquakes, ACI is aware of the potential risks posed by monsoon storms. These storms may bring intense lightning, strong winds, and occasionally result in fallen trees and power lines, leading to power outages.

3. Robust Student Emergency Notification System: In the event of an emergency, ACI is prepared to promptly inform all students, faculty, and staff. Our multi-channel communication system includes various methods to ensure everyone is reached effectively.

4. Accessible Emergency Preparedness Plan: We believe in preparedness and transparency. Therefore, our detailed emergency preparedness plan is:

*Published in the Student Handbook for easy reference.*

*Available on the ACI website for broader access.*

*Physically placed in strategic student areas across the campus for immediate access if needed.*

Our commitment to safety is unwavering, and we continually strive to provide a secure learning environment for all members of the ACI community.





## General Information

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### **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](http://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

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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

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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

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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

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ACCSC

Accrediting Commission  
of Career Schools and Colleges  
2019-2020  
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

Serv-Safe Certification

Arizona Restaurant Association

Scottsdale Chamber of Commerce





EST.

ARIZONA CULINARY

2001

INSTITUTE

10585 N. 114th Street  
Suite# 401  
Scottsdale, AZ 85259  
480-603-1066  
866-294-CHEF (2433)  
azculinary.edu



<https://www.facebook.com/arizonaculinary>