2013 NEW YORK
STUDENT CATALOG FOR
ITALIAN CULINARY EXPERIENCE,
SPANISH CULINARY ARTS, AND
RESTAURANT MANAGEMENT

January 1, 2013
2013

The International Culinary Center’s
Italian Culinary Experience,
Spanish Culinary Arts and
Restaurant Management Catalog

Volume II, November 1, 2012

NOTICE:
The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school’s catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog. Although The International Culinary Center is accredited by the Accrediting Commission of Career Schools and Colleges, the programs in this catalog do not fall within the scope of the commission’s accreditation. Restaurant Management and Italian Culinary Experience are approved by New York State Department of Education as programs with occupational objectives, intended to qualify a student for employment.
Welcome to

The International Culinary Center!

I am delighted that you chose to study with us and would like to take a few minutes to tell you about the philosophy of our School.

Our mission at The International Culinary Center is to educate, evolve, and inspire with uncompromising integrity. We pride ourselves on qualité, discipline, and réalité . . . our motto.

Qualité is what we constantly strive for in our teaching methods, in the products we use, in the food we prepare, and in the services we provide. It is a value that we want you to embrace.

Discipline is what we expect from you—as well as ourselves—in order to strive to be the best in our profession.

Réalité is the environment we provide so that your studies will prepare you for the rigors of the restaurant industry.

We feel the emphasis we place on these three important principles distinguishes The International Culinary Center from other culinary institutions. They embody our philosophy and contribute to the success of our graduates. I know that if you take this motto to heart and work on it every day, in a very short time we will be proud to call you a graduate of The International Culinary Center. Best of luck to you in your studies!

Sincerely,

Dorothy Cann Hamilton
Founder/Chief Executive Officer
Institutional History & Philosophy

Founded as The French Culinary Institute in 1984, The International Culinary Center is a culinary destination offering training for career students, as well as food and wine enthusiasts of all levels. Students learn actively from experienced and distinguished instructors using the The International Culinary Center’s successful Total ImmersionSM method. We hold our teaching and our sense of skill, taste, and culture to a very high standard. We offer courses for students in topics including culinary arts, Farm-to-Table, Italian studies, Spanish studies, pastry arts, bread baking, culinary technology, wine and beverage studies, food writing, and restaurant management. There is one common thread to all of our classes and everything we do: our mission is to educate, evolve, and inspire with uncompromising integrity.
Licensing

The International Culinary Center is licensed by the New York State Education Department.
# Academic Calendar

This calendar is offered for planning purposes only and is subject to change without notice. Please see any addendums for changes or revisions.

## 2013 HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Day</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Jan 1, 2013</td>
<td>Tuesday</td>
<td>School Closed</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Weekend</td>
<td>Jan 19, 2013</td>
<td>Saturday</td>
<td>Career Classes Only</td>
</tr>
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<tr>
<td>Washington's Birthday Weekend</td>
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<td>Washington's Birthday</td>
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<tr>
<td>Spring Holiday</td>
<td>Mar 29, 2013</td>
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<td>Wednesday</td>
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Course Schedule

This is offered for planning purposes only and is subject to change without notice. Please see any addendums for changes or revisions.

### Italian Culinary Experience - Day - Monday, Tuesday, Wednesday, Thursday, Friday

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Orientation</th>
<th>NY Start Date</th>
<th>Last Day in NY Kitchen</th>
<th>Arrive ALMA</th>
<th>ALMA First Day</th>
<th>ALMA Last Day</th>
<th>ALMA Final Week</th>
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<tr>
<td>EXP20113</td>
<td>01/07/2013</td>
<td>01/09/2013</td>
<td>03/21/2013</td>
<td>03/25/2013</td>
<td>03/26/2013</td>
<td>05/28/2013</td>
<td>08/05/2013 – 08/07/2013</td>
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<tr>
<td>EXP20313</td>
<td>03/15/2013</td>
<td>03/21/2013</td>
<td>05/31/2013</td>
<td>06/03/2013</td>
<td>06/04/2013</td>
<td>08/01/2013</td>
<td>10/07/2013 – 10/09/2013</td>
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<tr>
<td>EXPL0713</td>
<td>07/18/2013</td>
<td>07/22/2013</td>
<td>10/01/2013</td>
<td>10/07/2013</td>
<td>10/08/2013</td>
<td>12/05/2013</td>
<td>02/10/2014 – 02/12/2014</td>
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<td>EXPL01013</td>
<td>10/03/2013</td>
<td>10/07/2013</td>
<td>12/18/2013</td>
<td>01/06/2014</td>
<td>01/07/2014</td>
<td>03/06/2014</td>
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### Restaurant Management - Day - Saturday

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Start Date</th>
<th>Last Day</th>
<th>Grad Date</th>
<th>Start Time</th>
<th>End Time</th>
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<tr>
<td>RM0113</td>
<td>01/19/2013*</td>
<td>05/18/2013</td>
<td>05/18/2013</td>
<td>9:00 AM</td>
<td>4:00 PM</td>
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* Please note that this class starts on a date listed as “Career Classes Only” on the Academic Calendar. This class date is the only exception to the information found on the Academic Calendar.

### Restaurant Management - Evening - Wednesday, Friday

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Start Date</th>
<th>Last Day</th>
<th>Grad Date</th>
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<th>End Time</th>
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<tr>
<td>RMWF0113</td>
<td>01/16/2013</td>
<td>05/17/2013</td>
<td>05/17/2013</td>
<td>6:00 PM</td>
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</table>

### Spanish Culinary Arts - Day - Monday, Tuesday, Wednesday, Thursday, Friday

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<th>Orientation</th>
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<th>Last Day in Kitchen</th>
<th>Grad Date</th>
<th>Start Time</th>
<th>End Time</th>
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<tr>
<td>SCA0213</td>
<td>02/05/2013</td>
<td>02/07/2013</td>
<td>04/12/2013</td>
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<tr>
<td>SCA0813</td>
<td>07/30/2013</td>
<td>08/01/2013</td>
<td>10/03/2013</td>
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### Spanish Culinary Arts Knife Skills Workshop - Evening - Tuesday

<table>
<thead>
<tr>
<th>Course ID</th>
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<th>Grad Date</th>
<th>Start Time</th>
<th>End Time</th>
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<tr>
<td>SCAK0213</td>
<td>02/05/2013</td>
<td>02/05/2013</td>
<td>02/05/2013</td>
<td>4:00 PM</td>
<td>9:00 PM</td>
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</tbody>
</table>
Administration and Faculty

Executive Team

Dorothy Cann Hamilton — As founder and CEO of the world renowned International Culinary Center, Hamilton has educated over 15,000 students in the fundamentals of cuisine. The International Culinary Center and The Bespoke Institute, both located at The International Culinary Center in New York City, counts many of America’s most prominent chefs among its graduates. Hamilton’s distinguished career in vocational education and her outstanding reputation for creating innovative programs in gastronomy has earned her numerous awards including the 2006 IACP Award of Excellence for Vocational Cooking School and the prestigious Ordre National du Mérite (National Order of Merit Award) from the French government. Most recently, she was inducted into the Who’s Who of Food and Beverage in America by the James Beard Foundation and received the coveted Silver Spoon Award from Food Arts magazine, recognizing her as a leader in the American restaurant community. Hamilton was also the creator and host of Chef’s Story, a 26-part television series, which debuted on PBS in April 2007, and the author of the companion book, Chef’s Story. The textbook she conceived for the School - The Fundamental Techniques of Classic Cuisine - received a James Beard Foundation Award in 2008. Her book on culinary careers, Love What You Do, and the School’s The Fundamental Techniques of Classic Pastry Arts, were both published in the fall of 2009. Love What You Do was the recipient of the ForeWord Silver Award for Book of the Year in 2009, and The Fundamental Techniques of Classic Pastry Arts was honored in 2010 with awards from the James Beard Foundation, the IACP, and the New York Book Show. Hamilton holds a BA with honours degree from the University of Newcastle-upon-Tyne, England and an MBA from New York University.

Candy Argondizza — Vice President of Culinary. Degree in Culinary Arts from the Culinary Institute of America. Worked in numerous New York restaurants, in catering, and as a personal chef. Joined the School in 2000.

Phil Engert — Vice President of Information Technology. BS in Metallurgical Engineering from Virginia Polytechnic Institute. Joined the School in 2003.

Howie Lindenbaum — CFO. BA in Accounting from SUNY Albany. Joined the School in 2012.


Administration

Kimberly Beeman — Librarian. AB in English and American Literature from Harvard College. MLIS from the University of Wisconsin-Milwaukee. Joined the School in 2006.

Amanda Cann — Assistant Dean for Student Affairs. BA from Binghamton University and Grand Diplôme in Culinary Arts from The FCI. Joined the School in 2011.

Karin Endy — Associate Director, Culinary and Pastry Education. JD from Brooklyn Law School, BA in Philosophy from Hunter College, and Grand Diplôme in Culinary Arts from The FCI. Previously, Associate Dean and General Counsel for the FCI. Joined the School in 2002.

Lauren Fowler — Financial Aid Advisor. Graduate of the University of Massachusetts, Amherst. Joined the School in 2011.

Carolyn Gill — Assistant Editor. BA in English from Lehigh University. Joined the School in 2012.
Phil Gutensohn — Director of Conferences & Special Initiatives. BA in Political Science from The University of North Dakota. Graduate of The FCI’s Classic Culinary Arts program. Joined the School in 2006.


Robin Hom — Career Services & Alumni Affairs Coordinator. BA in Elementary Education with Math Emphasis from the University of Maryland, College Park and Grand Diplôme in Culinary Arts from the FCI. Joined the School in 2012.

MaryKate Howland — Registrar. BA in Communication from Central Connecticut State University. Graduate of The FCI’s Classic Pastry Arts program. Joined the School in 2009.

Orlander Martin — Assistant Director of Financial Aid. AOS in Marketing; BA in Business Administration, with a major in Finance. Joined the School in 2003.

Erik Murnighan — School Director. BA in Political Science from University of Vermont. Graduate of The FCI’s Classic Culinary Arts program with distinction. Former Chef de Cuisine at The Mist Grill in Waterbury, Vermont, and Food and Beverage Director at the Inn of the Governors in Santa Fe, New Mexico. Joined the School in 2004 as Director of Career Services.


Dede Nurhayatti — Bursar. BA in Economics from Queens College. Joined the School in 2009.


Kaitlyn Reid — Program Coordinator. Grand Diplôme in Pastry Arts from the International Culinary Center. Joined the School in 2012.

Esther Rose — Associate Registrar. Liberal Arts major at Kingsborough Community College. She joined the School in 1996.

Leland Scruby — Assistant Dean of Student Affairs and International Student Adviser. BA from Carnegie Mellon University in Professional Writing and French. 2009 graduate of The FCI’s Classic Culinary Arts and 2012 graduate of the Intensive Sommelier Training program and Certified Sommelier. He joined the School in 2005.

Robert Seixas — Director of Education. BA in Philosophy from Vassar College. MA in Journalism/Communications from New York University. Graduate of The FCI’s Classic Culinary Arts program. He joined the School in 2011.

Michele Thomas — Managing Editor. BA in Communication and Media Studies with a concentration in Journalism from Fordham University. Joined the School in 2007.

Lauren Weisenthal — Director of Career Services and Alumni Affairs. BA in Political Science from Boston University. Graduate of The FCI’s The Art of International Bread Baking, Classic Pastry Arts, and Intensive Sommelier Training programs and Certified Sommelier. She joined the School in 2011.

Administration and Faculty
Clare Wilson — Program Coordinator, Advanced Studies and Liaison to the Friends of FCI Scholarship Fund. BA Psychology, Pi Beta Kappa from Wayne State University. Graduate of FCI’s Classic Pastry Arts program. Joined the School in 2011.

Cindy Whitaker — Director of Human Resources. PHR from Society of Human Resource Management. She joined the School in 1995.

Deans

Jacques Pépin — Dean of Special Programs. One of America’s most celebrated chefs. Prior to moving to the United States, he served as personal chef to Charles de Gaulle. In America he worked at the famed Le Pavillon before mastering the nuances of mass production, marketing, food chemistry, and American food tastes in research and development at the Howard Johnson chain. He’s earned a place in the James Beard Foundation’s Cookbook Hall of Fame, the Foundation’s Who’s Who of Food and Beverage in America, and captured its Lifetime Achievement Award in 2005. Chef Pépin won an Emmy for a television show he co hosted with Julia Child, and he is among an elite group that has received the Chevalier de la Légion d’Honneur, one of the highest honors bestowed by the French government. He shares his knowledge through numerous cookbooks and TV series—but most importantly, with the students at the School. He joined the School in 1988.

Alain Sailhac — Executive Vice President, Dean Emeritus. Chef Sailhac earned four stars from The New York Times at New York’s Le Cygne, three stars at the world-famous Le Cirque, and brings nearly 50 years of industry experience to the School. Chef Sailhac received the Silver Toque when he was named Chef of the Year by the Maîtres Cuisiniers de France (Master Chefs of France) in 1997, an award that places him among the world’s outstanding culinary artists. He has also been awarded the Chevalier du Mérite Agricole. Chef Sailhac is a member of numerous prestigious culinary organizations, including the Maîtres Cuisiniers de France and the Société Culinaire Philanthropique. He joined the School in 1991.

André Soltner — Dean of Classic Studies. Chef Soltner has been awarded the James Beard Foundation’s Lifetime Achievement Award, Who’s Who of Food and Beverage in America, the Grande Médaille d’Or from the Académie Culinaire de France, and one of the highest honors from the French government, the Chevalier de la Légion d’Honneur. In 1995 he left his position as chef-owner of New York’s incomparable Lutèce, where he received a four star rating from The New York Times and co-authored the Lutèce cookbook, and leapt straight from the sauté pan into the fire here at the School. Chef André shares his passion, philosophy, techniques, and artistry with our students through demos, hands-on classes, and invaluable one-on-one counseling. He joined the School in 1995.

Alan Richman — Dean of Food Journalism. Richman is the most decorated food writer in history. He has won 14 James Beard Journalism Awards, a National Magazine Award, and a Bronze Star for service in Vietnam. In 1998, Richman was inducted into The James Beard Foundation Who’s Who of Food and Beverage in America, which recognizes culinary industry professionals for their achievements. A regular contributor to GQ, he also worked as a columnist, sportswriter, and assistant managing editor at The Boston Globe, a metro reporter at The New York Times, a sports columnist at The Montreal Star, an NBA beat writer at The Philadelphia Bulletin, and a news editor at The Portland Commercial Review (Indiana). Richman’s 14 Beard awards have been presented in restaurant reviewing, feature writing, and wine writing. He has also taken the top prize, the M.F.K. Fisher Distinguished Writing Award, twice. He joined the School in 2004.

Jacques Torres — Dean of Pastry Arts. Chef Torres designed and oversees the School’s Classic Pastry Arts program. Trained in France, he holds the title of Master Pastry Chef. He is the youngest chef ever to win the prestigious Meilleur Ouvrier de France Pâtissier competition. He has been honored with several awards, including the James Beard Foundation Pastry Chef of the Year, the Chartreuse Pastry Chef award, the Chefs of America Pastry Chef of the Year, and membership in the Académie Culinaire de France. In New York, he worked as corporate pastry chef for the Ritz-Carlton Hotel and as executive pastry chef at the legendary Le Cirque 2000 prior to launching his own wholesale business, Jacques Torres Chocolate and MrChocolate.com, producing specialty chocolates. He joined the School in 1993.

David Kinch — Dean of Culinary Arts. A recipient of the Best Chefs in America award for the Pacific region from the James Beard Foundation and awarded two Michelin stars for five consecutive years, David Kinch is creating a legacy in the advancement of Administration and Faculty
California cuisine in the 21st century. At Manresa, his restaurant in Los Gatos, California, where he is executive chef and proprietor, his philosophy is fostered by the terroir or "sense of place" of the California Coast, and the kind of ingredient-driven cooking and modern technique he studied in France, Spain, Germany, Japan, and the United States. In 2006, he formed an exclusive partnership with Cynthia Sandberg of Love Apple Farm in the Santa Cruz Mountains, which supplies Manresa with year-round provisions and vegetables grown using biodynamic practices. By sustainably producing his own vegetables, he is creating a closed circle among guests, the garden and his highly personal cuisine. He joined the School of California as Dean in 2011.

Emily Luchetti — Dean of Pastry Arts. The winner of numerous awards, including the San Francisco Chronicle’s 20 Visionary Chefs in the Bay Area, Emily Luchetti has taught pastry to dessert lovers across the country, sharing her philosophy that desserts increase the social experiences and interactions of friends and family as they gather around the table. A graduate of Denison University and the New York Restaurant School, she has more than 20 years experience as an executive pastry chef at acclaimed restaurants, including eight years at Jeremiah Tower’s Stars restaurant and the retail bakery StarBake. She is currently the executive pastry chef at Farallon and Waterbar, both located in San Francisco. An author of six cookbooks and a 2004 James Beard Award winner, Luchetti and her recipes have appeared regularly in national newspapers and magazines. She has been featured on The Food Network's "The Ultimate Kitchen," "Sweet Dreams," "Cookin’ Live with Sara Moulton," "Sara’s Secrets," as well as "The Martha Stewart Show," and was also the cohost of the PBS Series, "The Holiday Table." She joined the School of California as Dean in 2011.

José Andrés — Dean of Spanish Studies. Outstanding Chef by the James Beard Foundation in 2011, José Andrés is an internationally recognized culinary innovator, passionate advocate for food and hunger issues, author, educator, television personality and chef/owner of ThinkFoodGroup. TFG is the team responsible for renowned dining concepts in Washington, DC, Las Vegas, Los Angeles, and soon Miami, including minibar by José Andrés, Jaleo at the Cosmopolitan of Las Vegas, and The Bazaar by José Andrés at the SLS Hotel Beverly Hills. In late 2012, José will present a dining destination at the new Dorado Beach, Ritz Carlton Reserve in Puerto Rico. José can be seen on PBS as host and executive producer of Made in Spain. His cookbooks include Made in Spain: Spanish Dishes for the American Kitchen and Tapas: A Taste of Spain in America. Often credited with introducing Americans to both avant-garde and traditional Spanish cooking, José has played a crucial role in promoting the culture of his native Spain and popularizing its cuisine and classic ingredients in the U.S. For his efforts, the Government of Spain awarded him the prestigious Order of Arts and Letters medallion making him the first chef to receive this recognition. To further his role in helping promote and prosper Spanish cuisine in America, Andrés joined The International Culinary Center in 2012 as dean of Spanish Studies. Together with The International Culinary Center and Colman Andrews, author of Catalan Cuisine, co-founder of Saveur, and Editorial Director of TheDailyMeal.com, José will help develop a curriculum to educate future generations of chefs in traditional and modern Spanish cuisine. Known for championing the role of chefs in the national debate on food policy, José is a sought-after speaker on issues including hunger, food security, nutrition education and childhood obesity. After traveling to post-earthquake Haiti, he launched World Central Kitchen, a nonprofit which aims to feed and empower vulnerable people in humanitarian crises around the world, and is Chairman Emeritus for DC Central Kitchen, an organization that combats hunger and creates opportunities with culinary training. José also teaches at Harvard as part of the course "Science and Cooking." He joined the School in 2012.

Scott Carney, MS — Dean of Wine Studies. Scott Carney was born in Boston and, after graduating from Connecticut College, satisfied his curiosity about wine by taking a sommelier position at the Bay Tower Room in Boston’s financial district. As his curiosity grew into a passion, Scott move on to a full-time sommelier position at the venerable Harvest Restaurant in Harvard Square where he also began a career in restaurant management. Recognizing a need to further his business skills, Scott enrolled in the Stern School of Business at New York University and after a stage in France, graduated with an MBA in Finance. Scott joined the Gotham Bar & Grill as business manager and spent 10 years overseeing affairs as the restaurant earned three consecutive three-star reviews from the New York Times. It was during his tenure at Gotham that Scott began his study for the title of Master Sommelier, which he earned in 1991. Since leaving Gotham Bar & Grill, Scott has worked in operations, beverage, and finance with a number of Manhattan’s leading restaurant groups, including The Glazier Group, Jean-Georges Management, and Les Halles Group. In 1998, he built and operated The Tonic in Chelsea, later selling his shares to his partner. He also consulted for such notable New York venues as Picholine and Tocqueville, and he oversaw the reopening of the famed Russian Team Room in 2006. He joined the School in 2011.
Larry Stone — Dean of Wine Studies. The first American to win the prestigious Sopexa Best International Sommelier in French Wines in Paris, Larry Stone is one of the nation’s most renowned sommeliers and wine educators. At the time of winning this award, Larry was America’s 9th Master Sommelier. With more than 30 years of experience in the wine industry, Larry is celebrated for his encyclopedic knowledge of wine as well as for his considerable experience delivering exquisite service at some of the nation’s top dining establishments. Larry opened the Four Seasons Hotel in Chicago, before becoming General Manager and Sommelier of Charlie Trotter’s eponymous restaurant. He helped bring the restaurant to world prominence and was responsible for its acknowledged excellence in service. Larry even served as the restaurant’s patissier for a while. Wishing to be closer to vineyards again, Larry relocated to San Francisco to open Rubicon Restaurant with New York Restaurateur Drew Nieporent, Chef Traci des Jardin and several partners, including Robert DeNiro, Robin Williams and Francis Ford Coppola. Larry established the award-winning wine program at the restaurant, while attracting and training some of the best young sommeliers in America. At the same time, Larry started to make wines under the label of Sirita, named after his daughter. Larry also served as a board member of the Niebaum-Coppola Estate Winery before becoming the General Manager of Francis Ford Coppola’s Rubicon Estate. Larry helped to create the successful winery project called Evening Land Vineyards. He served as its President, producing universally acclaimed wines in Oregon with Dominique Lafon as its consulting winemaker. Larry has also served as a Trustee of the James Beard Foundation and on the Board of the Court of Master Sommeliers. He joined the School in 2012.

Faculty Directors and Coordinators

Dave Arnold — Director of Culinary Technology. BA in Philosophy with distinction in the major from Yale University. MFA from Columbia University. Worked as a technology consultant to Wylie Dufresne and Jeffrey Steingarten. Joined the School in 2005.


Jansen Chan — Director of Pastry. BA in Architecture from University of California, Berkeley and Patissiere Diploma from Cordon Bleu, Paris. His experience includes Pastry Sous Chef at Alain Ducasse as the Essex House and most recently Executive Pastry Chef at Oceana in New York. Joined the School in 2012.


Ray Dawson — Director of Culinary Arts. AOS in Culinary Arts from the New York Institute of Technology. Worked as Executive Sous Chef at West Hollywood’s Asia de Cuba from 2005 to 2007. Prior to that, worked for five years as Executive Chef at the Steamboat Lounge in Glen Cove. Joined the School in 2008.

Angela Dimino — Program Coordinator. Graduated with honors from the FCI. Joined The School in 2006.

Hervé Malivert — Chef-Coordinator. Graduated from the Académie de Lyon. Worked in France for eight years at Michelin*-rated restaurants such as Auberge de la Fine, L'Auberge Provençal in Antibes, and La Villa in Cannes. Worked in South Hampton at Boom Bistro, as Chef de Cuisine at La Goulue, and as Chef de Cuisine of Orsay for five years. Joined the School in 2006.

Kir Rodriguez — Pastry Coordinator. Graduate of The FCI's Classic Culinary Arts program. Before attending The FCI, Chef Kir was a monk and ordained minister, and he prepared and planned healthy menu selections for the clergy at the religious monastery. His previous work experience includes Le Cirque 2000, Union Square Café, Café Boulud, and Orso. Joined the School in 2004.

Annette Tomei — Culinary Administrative Coordinator. A 1994 graduate of The FCI. She has worked in NYC, was a chef in restaurants in two ski resorts in Utah, owned a small restaurant and private chef service, and was a winery chef and food and wine educator in the Napa Valley. She received a Masters of Arts in Gastronomy in 2008 and has certifications in wine and spirits from the CIA at Greystone and WSET. She is the co-author of *Chile Aphrodisia* and contributor to several other cookbooks. Joined the School in 2006.

**Faculty**


Petra Antonini — Language Faculty. BA from Marymount Manhattan College in Communications. A native Italian, Petra has been teaching language in various capacities since 1996. Joined the School in 2006.

Anna Barrios Horiike — Culinary Faculty. A graduate of the Culinary Institute of America, Chef Anna has held numerous positions in restaurants and corporate dining room kitchens around Manhattan. Joined the School in 2010.


Phillipe Besson — Culinary Faculty. A graduate of the Culinary Institute of America, he has worked at Gotham Bar & Grill, Craftbar, Gramercy Tavern, and The Modern, and counts Alfred Portale and Tom Colicchio among his mentors. Joined the School in 2010.

Laura Britton — Culinary Faculty. A 1999 graduate of The FCI, Chef Laura’s experience includes working with Mario Batali at Babbo. Joined the School in 2007.

Philip Burgess — Culinary Faculty. Trained at the Culinary Institute of America. Previous positions include Executive Chef at Paul Weiss, Warton and Garrison LLP. Also worked as a private chef and was Chef de Cuisine at Mustards Grille in Napa Valley. Joined the School in 2007.

Lindsay, Busanich — Pastry Faculty. Graduate of the French Culinary Institute. Freelanced at the Food Network, was Sous Chef at Marea, and Pastry Assistant at Jean Georges. Joined the School in 2012.

Jeff Butler — Culinary Faculty. A graduate of The Culinary Institute of America. Previous experience includes several highly acclaimed NYC restaurants such as Daniel and Esca. Joined the School in 2007.

Stefania Calabrese — Language Faculty. Studied the classics in high school and at the University of Ancient Language and Lituratures (Università di Lettere Antiche). Born and raised in Italy and has been teaching Italian language in New York City since 1999. Joined the School in 2006.

Wanda Centeno — Culinary Faculty. A 1992 graduate of The FCI. Past experience includes working as a corporate chef for the Board of Directors at Bankers Trust. Joined the School in 1999.

Tai Chopping — Pastry Faculty. Graduated Magna Cum Laude in 1995 from Johnson & Wales University for Culinary Arts. Past experience includes working for several years under Chef Gray Kunz and Christian Delouvrier at Lespinasse. Chef Tai has lived in Provence France and worked with Chef Renee Berard. Chef Tai has also worked with Charlie Palmer, Josiah Citrin, Lidia Bastianich and Mario Batali. Joined the School in 2010.

Christopher Ciresi — Pastry Faculty. Graduate of The FCI’s Classic Pastry Arts program. Worked at La Caravelle and the Plaza Hotel. Joined the School in 2000.

John Cumming — Culinary Faculty. Graduate of the FCI. Has worked at New York restaurants like Daniel, Café Centrico, and JoJo. Joined the School in 2006.

Alain DeCoster — Culinary Faculty. Graduated with distinction from Belgium’s Centre d’Etudes des Industries Alimentaires et du Tourisme, and has won numerous awards throughout his culinary career. He’s worked as Chef-Instructor of the Escoffier Restaurant at the Culinary Institute of America, and counts André Daguin, Georges Blanc and Remy Jacxsens among his most influential mentors. Joined The School in 2010.

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William DeFilippis — Culinary Faculty. A graduate of The FCI and also holds a degree in Education from Brooklyn College. Past experience includes working at Craft, The 21 Club, and The Hotel on Rivington. Joined the School in 2007.


Gregg Drussinsky — Culinary Faculty. A graduate of The FCI, he was most recently a saucier at the renowned Le Bernardin in New York City and counts cooking for the Dalai Lama as one of his most satisfying experiences in the kitchen. Joined The School in 2011.


Melanie Franks — Culinary Faculty. A graduate of the Culinary Institute of America. Past experience includes cooking at noteworthy restaurants in Washington DC and New York City, including two of Chef Jose Andres’ highly-acclaimed restaurants. She is a certified tea specialist. Joined the School in 2009.

Mark Gerlach — Pastry Faculty. A graduate of The FCI’s Culinary, Pastry, and Bread programs, Chef Mark was Executive Chef of the Nick & Toni’s Restaurant Group as well as the Pastry Chef de Cuisine at Mesa Grill in Las Vegas. Joined The School in 2011.

Isra Gordon — Pastry Faculty. For ten years Chef Isra was Head of the Pastry Department at Glorious Food, a highly renowned catering company. She runs her own company, Isra’s Concept Catering, specializing in gourmet foods and desserts. Joined the School in 2008.

Katherine Grizzanti — Culinary Faculty. Graduated from East Tennessee State University with a degree in Biology, from the Baking and Pastry program at the CIA and Classic Culinary Arts from the FCI. Is the owner, chef and baker for Pane Café at the Warwick Valley Winery. Has also worked at the Landmark Inn and The Saxony Bakery. Joined the School in 2012.
David Johnson — Culinary Faculty. Graduated from The Institute of Culinary Education in 2001. Chef David’s past experience includes working at such notable restaurants as Veritas, Savoy, and Chanterelle. Joined the School in 2010.

Thomas Jones — Pastry Faculty. Graduate of The FCI’s Classic Pastry Arts and The Art of International Bread Baking programs. Previously worked at Lutèce and Daniel as a pastry chef. Joined the School in 2003.

Annamaria Kosa — Culinary Faculty. A 1992 graduate of the pasty program at the Gundel Karoly Culinary School in Hungary. Worked in several notable hotels in Budapest, as well as the JW Marriott Hotel in Dubai. She also worked on a 5-star cruise ship with several of the world’s great chefs. Joined the School in 2009.

Lisa LaCorte — Culinary Faculty. A 2001 graduate of The FCI. After many years of cooking in restaurants, Chef Lisa led the prepared foods department of Whole Foods Market. Joined the School in 2008.


Veronica Lindemann — Culinary Faculty. A graduate of The New York Restaurant School, Chef Veronica has over 30 years of experience including positions in several Manhattan restaurants including Le Cirque and Union Square Café. Joined the School in 2002.

Guido Magnaguagno — Culinary Faculty. Chef Guido was born in Vicenza, Italy into a family of pasticceri (pastry makers), educated and trained in Milan, and was the personal chef to Jerry Seinfeld and other celebrities. Previously worked as a corporate dining room director, executive chef, catering, and as CEO of a premium retail and wholesale ice cream company. Previously taught at The Natural Gourmet Institute. Joined the School in 2006.

Laura Maniec — Wine Faculty. Laura Maniec is the proprietor of Corkbuzz Wine Studio. She is a Master Sommelier with the Court of Master Sommeliers, a distinction held by only a handful of women in the United States. She joined the School in 2005.


Joseph Moorhead — Pastry Faculty. Previously was the Chef-Owner of Petit 4 Pastry Studio in Philadelphia from 2000 through 2006. Prior to that, worked in various restaurants around Philadelphia as a Pastry Chef. Joined the School in 2009.

Jeanne Neivert — Pastry Faculty. A 1998 graduate of the School, Chef Jeanne has worked in a number of noteworthy restaurants. Her most recent experience was at Dressler in Williamsburg. Joined the School in 2010.


Administration and Faculty
Cynthia Peithman — Pastry Faculty. BA in Fine Arts from the School of Visual Arts. AOS degree in Hotel & Restaurant Management from New York City Technical College. Previous work experience includes being owner of Cakeline (custom cakes). Chef Cynthia also worked at The Water Club, The United Nations, and as an adjunct baking professor at NYC Technical College. Joined the School in 2005.


Claudia Silva — Pastry Faculty. Trained at a respected culinary school in Chile. Graduate of The FCI’s Classic Culinary Arts program with distinction. Completed advanced studies in pastry at Espai-Sucre in Barcelona. Previously worked as a Chef-Instructor at INACAP in Santiago Chile, banquet chef at the Sheraton Hotel and Plaza in San Francisco, private chef for a United Nations ambassador, and pastry chef at Tentation Catering (New York) and Oriol Balaguer (Europe). Joined the School in 2006.

Bryne Thomas — Bread Faculty. Chef Bryne joined the School from Wisconsin where she spent nearly a decade honing her skills as an artisanal bread baker. Joined the School in 2010.


Nicoyl Yerofeyev — Culinary Faculty. Studied butchering and meat preparation in South Africa. A graduate of the Culinary Institute of America. Worked as a stagier at Bouley, an extern at Daniel, poissonier at La Côte Basque, and as Sous Chef at Monkey Bar. In 1999 he opened his own restaurant, Bouchon Bistro & Wine Bar, which received a 23 food rating from Zagat. Joined the School in 2006.

Johnson Yu — Bread Faculty. Trained in the culinary arts at Paul Smith’s College and a graduate of The FCI’s Art of International Bread Baking program. Worked as a bread baker at Bouchon Bakery and Della Fattoria in California. He joined the School in 2006.

Facilities & Equipment

The well-appointed facilities of the School are comprised of 70,000 square feet located at 462 Broadway, New York, New York 10013. The space consists of 17 specialized instructional kitchens; The International Culinary Theater; two student lounges; locker rooms with showers; a library; student computer room; administrative offices; a special event space with a separate area for receptions; a food storeroom; and L’Ecole, a formal French dining room and restaurant. Floor plans are located at the end of this catalog. Although the kitchens, dining room, and all other facilities on the first and second floors are readily accessible to the disabled, no special provisions or facilities have been designated for their use. Floors three through five are handicapped accessible.

Instructional Equipment

The instructional equipment maintained by the School is provided for each student’s use for the hands-on training necessary for the satisfactory completion of the culinary courses of study. The School Director maintains a complete inventory of all such equipment, much of which can be seen during a tour of the facilities.

The Library

The School’s library is an important cornerstone of the overall educational experience at the School. Its mission is to support all of the programs of the School by providing faculty, students, and staff with materials covering all areas of the culinary and hospitality fields. Located on the third floor adjacent to the student lounge, the library houses more than 4,000 volumes related to the culinary arts and the hospitality industry, as well as a varied selection of current periodicals. The on-site DVD collection has more than 1,000 event-related tapes and DVDs for loan, featuring guest chefs and the deans of the School. You may find up to date hours for the library on The Community (my.internationalculinarycenter.com) and outside of the library. Materials are available for loan to students, faculty, and staff. The library has a page on The Community with information about events and new books in the library, links to other culinary websites, suggested reading lists, and access to the library’s online catalog. Patrons are expected to respect the quiet learning environment in the library.

Technology

Computer use in the library and in the adjacent student computer room is limited to the programs for which the School has valid user licenses. Any unauthorized software will be deleted upon detection without notification. The use of all computer resources implies acceptance of and agreement to the complete “Responsibilities of the School Computer and Network Users,” which follows.

The library computing resources and the computer lab resources include Windows-capable multimedia computers, and run the Microsoft Office suite of products, including word processing, spreadsheet, and presentation software. Other library resources include databases, popular food magazine databases, and third-party instructional materials. Wireless internet access is also available for use on personal computers, smart phones or tablets. For your convenience, specific access details are provided by the librarian and are posted in the student lab and library.

RESPONSIBILITY OF THE SCHOOL COMPUTER AND NETWORK USERS

Access to and use of computing resources at the School are privileges extended to members of the School community. Access to the School computing resources is limited to authorized users and is for approved purposes only. Such resources include computer hardware and software and computer-based files and data. Approved purposes are those consistent with the broad instructional and culinary goals of the School. Some users may be assigned an individual user account, while others will simply access a stand-alone computer that is not connected to the broader network. The following policies pertain to both types of users.

Facilities & Equipment
All students have the responsibility to use the resources referred to above in an ethical and legal manner and agree to the following as a condition for use of the account:

- Students’ access to school computing resources is for the sole purpose of facilitating their work as students. Faculty and staff, including chef-instructors, are held to the same use.
- Students will respect the privacy and reasonable preferences of other users (both at the School and elsewhere on all connected networks), including the privacy of their accounts and data.
- Students will respect the integrity and security of the system and networks, and will exercise care to maintain this security.
- Students will take precautions to safeguard passwords and other privileged information to which they have been given access. Any passwords or verification codes assigned to a student are for the individual’s use only.
- Students will regard these passwords or verification codes as personal identifiers of their computer use, similar to the individual signature on a document.
- An account holder is responsible for all actions performed from that account.
- A student will not attempt to monitor any other individual’s computer or network use nor will a student attempt to obtain another individual’s password or other private information.
- In the event that a student gains access to confidential or privileged information relating to the institution, or to students, employees, or other individuals, they will respect the confidentiality of all information to which they have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which they are not entitled.
- Students will not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems.
- Students’ use of computing resources, whether provided by organizations within or outside of the School, may be subject to additional norms of behavior or regulations specific to the resource, which they agree to follow.
- All persons accessing the School computing resources will be held accountable for their conduct. As a matter of routine, use of the School computer systems and network is monitored and recorded by authorized staff members in order to safeguard the security and smooth operation of these resources.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which the School is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with the School’s rules and procedures and/or probation and/or dismissal from school.

PERSONAL FILES AND PROGRAMS

Under no circumstances are students permitted to install any program that has not been purchased and approved by the School. These include, but are not limited to, games and screen savers. Virus-scanning software is provided on each library terminal and students should familiarize themselves with this software for the purposes of scanning media brought from home that are being used to transport a résumé, school project, or other type of school-related file. Questions should be directed to the Vice President of Information Technology.

**International Culinary Theater**

The International Culinary Theater, a 70-seat amphitheater with demonstration kitchen and wine tasting facilities, hosts extracurricular cooking demonstrations. In addition, the space is used to organize social and instructional events for the student body and alumni. The International Culinary Theater is used for events that include free lectures and demonstrations by visiting chefs, culinary masters, and other food personalities, or any number of various educational events scheduled to supplement the School’s programs. Most of these events are recorded on DVD, which are available to the student body and faculty in the School’s library. Students are encouraged to attend demonstrations and other student-specific events held at the International Culinary Theater. When space is available, students are welcome to bring guests.
L’Ecole

L’Ecole restaurant is an integral part of the School’s blueprint to give each culinary student first-hand knowledge of all of the aspects of cooking in a successful restaurant. L’Ecole also provides an opportunity for production of daily breads for each bread student. It offers the dining public acclaimed cuisine prepared by the “great chefs of the future,” a Wine Spectator award-winning wine list, and an elegant SoHo setting. Because all the School’s advanced culinary students use their newly honed skills (guided by their Chef-Instructors) in this supervised environment, they have the opportunity to gain hands-on restaurant experience by preparing meals for L’Ecole’s guests. The School’s in-house restaurant allows control over this essential element of a cook’s education. A long and growing list of corporate and private clients find L’Ecole an attractive setting for entertaining as well as for hosting private parties. Among the restaurant’s many reviewers, Bon Appétit, Best Bistros and Brasseries, Fodor’s New York Restaurant Guide, New York magazine, the Zagat® New York City Restaurant Survey, and Michelin® New York City have all praised the value and quality of L’Ecole.

Drinking at the L’Ecole bar by any student enrolled in the School is not permitted before, during, or for two hours directly after class. Use of the bar by the School’s students of legal drinking age is permitted at any other time. We encourage all students to make reservations in advance for both lunch and dinner.

L’ECOLE DISCOUNT

Current students are entitled to a 50% discount on their first meal (lunch, brunch, or dinner) in L’Ecole (maximum 4 people and the student must be present). Please alert reservations that you will be taking advantage of this discount when booking your table. Thereafter, students are entitled to a 15% discount and alumni to a 10% discount for with their student ID, which must be presented to the server on the date of their reservation.

Branch Campus

The School located in Campbell, CA is a branch campus of the School.
Mission Statement

The Student Affairs department works with the School’s students, alumni, faculty, and administration to provide services of the highest quality. As education professionals, we provide tools and resources to enhance the student experience and to foster personal and professional development.

Office of Student Affairs

The School endeavors to create a positive learning environment for its students. Student Affairs has as its primary function the assistance of students on all matters relating to their status as members of the School’s community, including:

Registrar

The office of the Registrar is responsible for maintaining student attendance and grade records, preparing letters verifying student enrollment and status at the School, maintaining transcripts, and issuing diplomas and certificates.

Transcripts

Student transcripts are available by submitting a written (dated and signed) request to the Registrar. Students must indicate whether the request is for an official or unofficial transcript. Official transcripts will be signed by the Registrar with the School seal affixed. A $10.00 fee will be charged for all official transcript requests. This fee should be paid through the office of the Bursar. There is no fee charged for an unofficial transcript.

Transcripts are not available to students enrolled in non-accredited programs.

Identification Cards

Career course students are issued ID cards on the first day of class. The fee for replacing an ID card is $5.00. Students requiring a replacement ID card should contact the Registrar’s office.

Lockers

Each career student is assigned a small overnight locker for the duration of their program. These lockers are to be used to store street clothing and other non-valuation personal belongings while the student is in the classroom or kitchen. Each student must use the specific locker assigned to him or her on the first day of class for overnight use. There are also larger lockers available to use on a day-to-day basis that are not to be used overnight. All other students have access to the larger lockers available to use on a day-to-day basis that are not to be used overnight.

The School is not responsible for any items lost or stolen from a locker. All lockers must be emptied by the day after the final exam.

Lost and Found

All lost or found items are to be reported to the Student Affairs office, located on the second floor.

Health Insurance

The School does not provide students with any type of health insurance. The School maintains an accident insurance policy that provides insurance for accidents occurring on School premises requiring medical attention. This policy is secondary to any other coverage a student may have. The School’s accident insurance policy will not provide any coverage for illness. We strongly recommend

Student Affairs
that each student obtain an individual insurance policy in case of emergency. Please see Student Services for information on private health insurance companies.

**Schedule Change Request**

A career student may wish to change a schedule due to a variety of circumstances including, but not limited to employment conflicts, commuting difficulties, and economic requirements. Schedule change requests must be submitted in writing to the Registrar.

**Housing**

The School has the ability to provide shared student apartments on Roosevelt Island and dorm rooms in Brooklyn Heights at The EHS Clark Residence. There is an additional fee to apply for housing. The housing application can be found on our website. For more information please email housing@intlculcenter.com or call the student housing hotline, 646-254-7511, with additional questions.

**Student Activities**

There are many opportunities available for career students to participate in student activities at the School and within the city of New York. Student Affairs offers a variety of culinary-related activities and programs for interested students. Student activities include our Student Representative program, Students Bloggers, as well as dinners at area restaurants, field trips to different food sources (e.g., markets, farms, factories), and wine tastings and presentations. The International Student Club provides cultural and social activities for international students. For more information or to suggest an activity, please contact the Assistant Dean for Student Affairs.

**International Student Services**

The School is approved by the United States Citizenship and Immigration Services (USCIS) to accept and enroll M-1 nonimmigrant students. The International Student Adviser is the designated school official responsible for keeping records, issuing USCIS forms, and assisting the School’s M-1 nonimmigrant students.

M-1 students are not permitted to work while attending school [§214.2(m)(13)]. Prior to the last day of classes, an M-1 student may apply to the USCIS for optional practical training to begin upon completion of the program [§214.2(m)(14)]. M-1 students interested in pursuing practical training should see the adviser for assistance once they have reached the midpoint of their program of study. According to USCIS regulations, one month of employment authorization will be granted for each four months of study that the M-1 student has completed (classes shorter than four months are not eligible for OPT).

At the time of publication, M-1 students are not required to have medical insurance; however, it is highly recommended. This policy may change. M-1 students interested in obtaining medical insurance should contact the adviser for a list of providers.

**Academic Advising**

Advising services are learning-based and short-term. Any career student who experiences difficulties with study skills, test anxiety, interpersonal skills, or other personal concerns may receive assistance by contacting the Assistant Dean of Student Affairs. The focus of these advising sessions is on assisting a student in the development of self-confidence, self-reliance, and problem-solving skills.

**Tutoring**

The School endeavors to provide additional assistance to all career students in need of help to complete a specific program requirement. To meet this need, tutoring is available on a limited basis to all students at no additional charge; however, tutoring is subject to the requirements of the School. In order for a student to participate in a tutoring program, a recommendation must come from his or her Chef-Instructor or the School Director. When recommended for tutoring, a student must attend all scheduled tutoring sessions. Tutoring sessions do not count as make-up attendance.

**Career Services & Alumni Affairs**

At the School, job placement assistance for career graduates is as important as training. All students and alumni who have legal status to work in the U.S. may receive placement assistance from the Department of Career Services after completing 150 hours of
coursework. Career Services associates are available to meet with students to discuss internship opportunities and job placement assistance. The School may limit or refuse placement assistance where in the judgment of the School, the student or graduate's record, or conduct at the School indicate that placement assistance would not be beneficial to the prospective employer, other students of the School, or the reputation of the School.

Students and alumni may consult the job menu on The Community to obtain information regarding employment opportunities. The job menu is updated daily, Monday through Friday, and is also available around the clock. Career Services has information about the jobs posted on the job menu as well as background information about restaurants, bakeries, magazines, and other food industry establishments. Career Services has a complete program for assisting students and alumni in seeking employment in their chosen field.

Among many of the services the Department of Career Services provides:
- Ongoing job placement assistance for alumni and students
- Sample résumés and job search resources
- Individualized career advising and résumé writing assistance
- Voluntary internship contacts
- Volunteer opportunities with culinary organizations
- Detailed information on job opportunities and employers
- Networking connections
- Workshops and on-site interviews
- Information about professional organizations

Job placement assistance is not available for courses without a vocational objective.

Career Fairs
A Career Fair is held twice each year. Career Fairs bring employers to the School and give students and alumni a chance to learn about different careers in the industry and discuss potential employment possibilities.

Alumni Savings
Graduates of the School’s career programs enjoy a savings on tuition for many of our other classes, including culinary business courses and specialty programs for the serious amateur (this savings does not apply to workshops or special events). Please contact the Office of Admission for information on specific courses. In addition, alumni also save when dining in L’Ecole-10% off the prix-fixe menus and School merchandise.
Admission Requirements and Procedures

All applicants are strongly encouraged to visit the School as part of the application process. The Office of Admission is located at 462 Broadway, 4th Floor. Applicants are encouraged to contact the office and arrange an interview with an admission representative by calling 212-219-8890.

In order to enroll in the courses listed in this catalog, applicants must be at least 17 years of age on the first day of the course. In order to initiate the admission process to the School, prospective students must submit:

- A completed application for admission.
- A $150 tuition deposit* plus a $100 non-refundable application fee, except that (i) the applicant may cancel the enrollment agreement without penalty within three days after signing the enrollment agreement and making an initial payment and (ii) an applicant who has not visited the School’s facility prior to enrollment may withdraw without penalty within three days following attendance at orientation or a tour of the facilities and inspection of the equipment.
- A copy of applicant’s health insurance card if applicant is covered by health insurance.

Alumni applying to the School for a second time will be credited as having already paid the $100 application fee. Other applicants applying to the School for a second time must pay the application fee if it has been more than three years from the date of original application.

Applicants must finish their application for enrollment by completing the following prior to beginning coursework:

1. The following Admission documents must be submitted within 30 days of application submission and payment of the $100 non-refundable application fee:
   a. Proof of high school graduation or the equivalent (HS or postsecondary school diploma, GED, official high school transcript with a graduation date, or an official college transcript which indicates that a high school diploma is the basis of admission into the program. Home School diplomas must meet the requirements of the New York State Education Department [NYSED]). Applicants whose proof of high school or college graduation is from a foreign institution must provide an official transcript or copy of the original diploma and it must be accompanied by an official, notarized translation.
   b. A signed enrollment agreement, which includes a consent and release
   c. Requirements for Italian Culinary Experience and Spanish Culinary Arts only (not applicable to Restaurant Management applicants):
      i. In 150 words or more, explain why this school is right for you and describe where you see yourself five years after graduation
      ii. A work résumé
      iii. Uniform order form
      iv. Medical certification that the applicant is free of hepatitis A**
      v. Signed language assessment form
      vi. Signed contract with Culinary Explorations, a Vermont Limited Liability Company, for a program of study abroad
      vii. Signed overseas housing regulations document
      viii. A United States passport with validity dates until at least three months beyond the expected program completion date (or, a valid foreign passport with a permanent resident card)

2. Establish ability to pay the cost of attendance no later than 60 days*** prior to the orientation day as a cash payer or as an applicant for financial aid:
   a. Cash payers may pay in full no later than 60 days prior to the class start, or may pay in installments after meeting with the Financial Aid office and signing a retail installment obligation 60 days prior to orientation. Retail installment obligations are available for Italian Culinary Experience and Spanish Culinary Arts. Tuition for Restaurant Management must be paid in full prior to the first day of class.

Admission Requirements & Procedures
Financial aid applicants will be required to have all necessary paperwork submitted 60 days prior to orientation. Failure to complete enrollment as specified above will result in cancellation of the enrollment agreement. Applicants wishing to enroll in a later class start must sign a new enrollment agreement. A new application for admission and application fee must be submitted if it has been more than three years from the date of the student’s original enrollment agreement.

Late Applicants
Applicants applying within 60 days of a class start will not be regarded as confirmed in a particular class start until admission paperwork is complete and ability to pay is confirmed.

- Applicants who initiate the admission process as outlined above, fewer than 61 days but more than 14 days prior to a class’s orientation date, have 14 days to provide admission documents and demonstrate their ability to pay the cost of attendance (as outlined above). Failure to comply within 14 days will result in cancellation of the enrollment agreement. Applicants wishing to enroll in a later class start must sign a new enrollment agreement.
- Applicants who make a deposit within 14 days of the orientation of a class have no claim to a seat in the class until they have supplied the required admission documents and have demonstrated their ability to pay the cost of attendance (as outlined above). Failure to comply with these rules by the first day of class will result in cancellation of the enrollment agreement. Applicants wishing to enroll in a later class start must sign a new enrollment agreement.

*Applicants of the Restaurant Management program are not required to submit a tuition deposit and should only submit a $100 non-refundable application fee.

**The medical form must be completed no more than six months prior to the class start date

***Ability to pay the cost of attendance may be established no later than 30 days prior to the orientation day for the Restaurant Management program. Tuition for this program must be paid in full prior to the first day of class.

Failure to Make Timely Payments
All students are required to meet financial obligations to the School. A student who fails to make payments as required will be placed on Bursar Probation for a period of two weeks or other period at the discretion of the Director of Financial Aid. If the student’s account is not current at the end of the probationary period the student will be withdrawn from the program. Specific cases are subject to the discretion of the Director of Financial Aid.

Late Starts
- A student may be permitted to begin instruction on the second day after the program has started.
- Students starting after the first day of class are permitted to complete make-up class(es), at no additional cost, for any hours missed as a result of starting late.
- A student entitled to a refund as a result of withdrawal from the program will have the refund calculation based on his or her actual start, not the official program start.

English Language Proficiency
If English is not your first language, you must demonstrate English language proficiency. English language proficiency can be demonstrated by earning a score of at least 530 (paper version), 197 (computerized version), or 71 (iBT) on the test of English as a foreign language ("TOEFL"). TOEFL scores may be submitted directly to the School through the Educational Testing Service (TOEFL code 9059). Applicants who have a bachelor’s degree or higher from a college or university in the United States and who submit an official transcript will be regarded as having demonstrated English proficiency.

Advanced Standing
A student enrolled in the Italian Culinary Experience may be granted advanced standing for 57 hours of instruction in the course Italian Language and Culture with authorization from the School Director. If approved, a student will receive a grade of Pass for that course. In order to receive advanced standing, a student must either:

- Provide an official transcript from an accredited bachelor’s degree program showing successful completion of 15 credits in Italian Language; or
• Pass an oral examination in Italian Language

Students who feel that they qualify for advanced standing are advised to meet with the Assistant Dean of Student Affairs to discuss eligibility and procedures.

**Students with Disabilities**

Students requiring reasonable accommodation for a disability covered under the Americans with Disabilities Act should contact the Assistant Dean of Students at 646-254-8586.

Disability means:

• A physical or mental impairment that substantially limits one or more major life activities; or
• A record of such impairment; or
• Being regarded as having such impairment (i.e., as a result of the attitudes of others toward such impairment).

Any information provided about a disability will be used only by the appropriate office and will not prejudice that individual’s application. Applicants are not required to disclose a disability to the Office of Admission.
Course Offerings

Italian Culinary Experience

<table>
<thead>
<tr>
<th>Schedule</th>
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<th>Practice</th>
<th>Total</th>
<th>Length</th>
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<td>Unit 2: Comprehensive Italian Cooking</td>
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<td>184</td>
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SCHEDULE OF INSTRUCTION AND CAPACITY
Schedule of Instruction will vary from as early as 8:00 AM to as late as 6:00 PM
Consists of one (1) quarter of 11 weeks length (291 hours).
Each instructional hour consists of 55 minutes.
Maximum students per class: 22

EDUCATIONAL OBJECTIVES
The 291 hour-program that comprises the Italian Culinary Experience is designed to teach students to become Italian cooks. This path requires intense training in more than just the techniques and classic recipes of Italy. It demands Total ImmersionSM in the Italian language and culture as well; this is the focus of The Italian Culinary Experience. The course provides one of the most well-rounded and authentic training programs.

Intensive training will begin with 11 weeks in New York City, learning Italian cuisine, culture, and language. Upon completing 291 hours of study, Italian Culinary Experience students will complete 9 weeks of study at ALMA (in Italy). Additionally, Italian Culinary Experience students complete a 9-week internship (in Italy). After spending time at the internship, Italian Culinary Experience students will return to ALMA for their final 3 days and to take the final exam.

In order to successfully complete the Italian Culinary Experience program and receive a diploma, students are required to complete a 9-week course of study at ALMA in Italy offered by Culinary Explorations, a Vermont Limited Liability Company, and a 9-week internship (in Italy), arranged and managed by ALMA.

UNIT 1: ITALIAN LANGUAGE AND CULTURE (57 HOURS)
The language portion of the curriculum is designed for the novice learner of Italian and emphasizes the development of students’ speaking and listening skills. The curriculum also includes cultural topics of relevance to culinary students interested in cooking in an Italian kitchen. Grammar, vocabulary, functional language, and cultural notes have been selected to reinforce techniques/competencies that will be learned in the culinary component of the program.

UNIT 2: COMPREHENSIVE ITALIAN COOKING (234 HOURS)
He/she will learn to make fresh and filled pastas, create a variety of fillings and sauces, prepare risotto, polenta, pizza and flatbreads, antipasti and cheeses. Lessons in fish and shellfish, meat including pork, beef, veal and wild boar, poultry, and game, preparations for chicken, duck, turkey, pigeon, quail, lamb, and rabbit will be taught. Classic Italian desserts and pastries (including classic dough), and exposure to wine (varietals, tasting theory) round out the student’s education.
SKILLS ACQUIRED

Upon completion of Unit I, each student will have:

- Identified his/her learning style(s)
- Learned basic Italian vocabulary, grammar, and pronunciation
- Learned and applied some idiomatic expressions
- Been introduced to the Italian culture
- Students will develop new skills in a kitchen setting. Students will learn about the essential components of the Italian kitchen, including equipment and their use, and basic knife skills. This segment illustrates the fundamentals of Italian cooking philosophy, from the selection to the preparation of key ingredients.

Upon completion of Unit 2, Comprehensive Italian Cooking, each student will be able to:

- Recognize: ingredients used in Italian cuisine (e.g., pasta, grains, legumes, poultry, meat, fish, and other specialty items); proper preparation of soups, stocks, and sauces; specific cooking skills for a variety of dishes; organization and cleanliness; a variety of recipes from the Italian cuisine repertoire
- Know: basic sanitation and food safety principles; ingredient selections and purchasing; advanced cooking techniques with meat, fish, and vegetables; care and maintenance of professional equipment (including knives)
- Understand: the organization of a work station; the importance of a team environment

SEGMENT STRUCTURE

After attendance during each class day, students in Unit 1, Italian Language and Culture, will receive intensive instruction in the Italian language in a traditional classroom setting.

In Unit 2, Comprehensive Italian Cooking, after attendance during each class day, the Chef-Instructor will lecture and do a demonstration on the day’s subject, followed by a question and answer period. A work plan for the day will be given. Students will then work in teams on specific recipes and create finished dishes. Throughout the progression of the recipe, Chef-Instructors will provide individual attention and feedback. Each completed dish is then presented for critique by the Chef-Instructors.
Restaurant Management

In this class, designed and led by top restaurant entrepreneurs, academic experts from the Cornell School of Hotel Administration, affiliates of top hospitality groups, and the school faculty, students are taught an overview of the business considerations and skills needed to carry out the opening and management of a restaurant.

Maximum students per class: 30

The course begins with an introduction to the restaurant industry. After establishing the course framework, the faculty focus on the following topics:

- Concept development/structuring a new business (years 1-5)
- Site selection, architecture, and design
- Real estate options and laws/licensing
- Legal considerations of operating a restaurant
- Economics of running a restaurant
- Kitchen design and equipment
- Menu creation and yield management
- Restaurant maintenance and facility management
- Creating and analyzing marketing plans
- Restaurant technology and Internet resources
- Leadership and management
- Finding, hiring, training, and motivating staff
- Beverage program development

The majority of instructors participate in the simulation of creating, presenting, and critiquing each student's restaurant concept.

Skills Acquired

- Recognition of: facility issues/concerns, concept styles, design and workflow, negotiation techniques, competitive environment, training programs, wines and spirits, and the financial characteristics of successful restaurants.
- Knowledge of: real estate and related property issues, laws governing culinary businesses; creating restaurant concepts; design and construction; budget writing and planning; personnel issues including hiring, training, and motivating; medical and insurance; balance sheets and financial concepts; menu creation and profitability; business and marketing planning; facilities management; restaurant beverage service and bar management; and internet resources and software solutions for the restaurant industry.

Segment Structure

The class is taught through lecture, visiting industry experts, visual aids, case studies, simulation, project work, and assessments.
**Spanish Culinary Arts**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Theory</th>
<th>Practice</th>
<th>Total</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: Fundamentals Of Spanish Cooking Vegetables, Egg &amp; Soup</td>
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<td>20</td>
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<td>6 Days</td>
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<td>Unit 2: The Sea: Fish &amp; Shellfish</td>
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<td>25</td>
<td>30</td>
<td>6 Days</td>
</tr>
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<td>Unit 3: Snout To Tail: The Role Of The Pig In Spanish Gastronomy; Tapas &amp; Midterm</td>
<td>10</td>
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<td>Unit 4: Poultry, Rabbit, Wild Game, Mar Y Muñtanya, Rice &amp; Pasta</td>
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<td>Unit 6: Contemporary &amp; Avant-Garde Cuisine</td>
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<td>29</td>
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<td>TOTAL PROGRAM</td>
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</table>

**SCHEDULE OF INSTRUCTION AND CAPACITY**
This course contains a maximum of 24 students.
Full-time daytime schedule: Mon – Fri, 9:00am to 3:00pm
Consists of one (1) quarter of 9 weeks length (225 hours).

**EDUCATIONAL OBJECTIVES**
The 225-hour Spanish Culinary Arts program immerses students in techniques, culture and history that are essential to understanding Spanish cuisine. This course provides an overview of Spanish culture and history, and is specific in describing how culture and history informs (and in many cases is intrinsic to) Spanish dishes. In addition, topics covered include identification of equipment; the role of tapas; methods of cooking related to rice, pasta, vegetables, seafood, poultry, game and meat; bread and pastry; and cheese and wine. Students will also learn the significance of the contemporary and avant garde in modern Spanish cooking. The theoretical and practical knowledge learned in this program will place students in an enviable position for those seeking individuals trained in Spanish cooking.

**UNIT 1: FUNDAMENTALS OF SPANISH COOKING VEGETABLES, EGG AND SOUP (30 HOURS)**
In the first unit, students will be exposed to Spanish history and culture and their roles in the foundation of Spanish cuisine. Achieving familiarity with equipment and typical Spanish ingredients is part of this unit. Students will practice making a number of classic sauces (such as alioli variations, salsa bravas, and vinagretas), egg dishes and soups. Students will prepare Spanish tortillas, regional styles of gazpacho, and a wide range of vegetable preparations.

**UNIT 2: THE SEA: FISH AND SHELLFISH (30 HOURS)**
This unit begins with an introduction to food preservation and a tasting of preserved seafood products that are popular in Spain. Students will learn about the wide variety of seafood utilized in Spanish cuisine. Identification of Spanish seafood will be the starting point for students, followed by techniques for cleaning and cooking fish, shellfish and cephalopods. The unit will proceed to preparation of seafood dishes that are essential to Spanish cuisine. Salt cod (bacalao) will also be explored in detail.

**UNIT 3: SNOT TO TAIL: THE ROLE OF THE PIG IN SPANISH GASTRONOMY; TAPAS AND MIDTERM (50 HOURS)**
In this unit, students will be introduced to Spanish meat preparations and the concept of “snout-to-tail” (i.e., whole animal) cooking. Students will work with a pig, understand its importance in Spanish gastronomy, and learn curing and cooking techniques using all of the parts of the animals. Students will cure a jamon Serrano, make and smoke sausages, prepare traditional Spanish stews and preparations of offal. The unit culminates with making traditional tapas utilizing techniques learned during the first half of the program. The tapas will be tasted with Spanish wines. A lecture (one that will include a brief history of Spanish wine, from Roman rule to modern-day viticulture and oenology, classification and labeling of Spanish wines, and the most common Spanish grape varieties) accompanies the tastings. The unit concludes with a comprehensive written and practical midterm examination.
UNIT 4: POULTRY, RABBIT, WILD GAME, MAR Y MUÑTANYA, RICE & PASTA (45 HOURS)
This segment of the course begins with an examination of land-based animals, specifically poultry and rabbit, as well as meat and fish combinations known as "mar y muñtanya." The unit continues with classic Spanish preparations of both feathered and hoofed game. Regional culture and traditions surrounding dishes are explained along with different techniques for cooking meat and game. In this unit, students will also learn about the characteristics of pasta and common rice varieties. Knowledge of rice and pasta dishes will be examined through a regional and historical lens (e.g., the influence of the Moors on pasta). Technical skills gained in this unit include authentic methods for creating paella and techniques for creating canelones. As in other units, students will come to understand why a certain dish developed through understanding relevant history, culture and regional differences.

UNIT 5: CHEESE, BREADS AND DESSERTS (35 HOURS)
Traditional breads, desserts, and cheeses are taught in this unit. Hands-on learning (i.e., skill based) covers creation of a number of savory breads such as country-style bread and Catalan flatbread, and desserts such as crème caramel burnt cream and fried milk pudding. Students will be introduced to the diverse offerings of Spanish cheeses such as Afuega'l pitu and Cabrales.

UNIT 6: CONTEMPORARY AND AVANT-GARDE CUISINE (35 HOURS)
This unit begins with a history of contemporary cuisine in Spain, with an emphasis on "new basque" and "new Catalan" chefs. The unit continues with an examination of the techniques and philosophy of Ferran Adria and other chefs synonymous with avant garde and contemporary cuisine. Students will learn interpretations of classic Spanish dishes using methods such as spherification, freeze drying, and making foams and airs. A review precedes a comprehensive written and practical final exam.

SKILLS ACQUIRED
Upon completion of Spanish Culinary Arts, each student will be able to:
- Recognize: ingredients used in Spanish cuisine (e.g., vegetables, legumes, poultry, meat, fish, and other specialty items); proper preparation of soups, stocks, and sauces; specific cooking skills for a variety of dishes; a variety of recipes from the Spanish cuisine repertoire
- Know: basic sanitation and food safety principles; organization and cleanliness; ingredient selections and purchasing; advanced cooking techniques with meat, fish, and vegetables; care and maintenance of professional equipment (including knives); basic avant garde ingredients and techniques
- Understand: the organization of a work station; the importance of a team environment

SEGMENT STRUCTURE
After attendance during each class day, the Chef-Instructor will lecture and do a demonstration on the day’s subject, followed by a question and answer period. A work plan for the day will be given. Students will then work individually or in teams on specific recipes and create finished dishes. Throughout the progression of the recipe, Chef-Instructors will provide individual attention and feedback. Each completed dish is then presented for critique by the Chef-Instructors. Each unit will have a written take home assignment and written exam. A cumulative practical exam will given at the midpoint and end of the course.
# Tuition and Fees

<table>
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<tr>
<th>COURSE</th>
<th>TUITION</th>
<th>NONREFUNDABLE APPLICATION FEE</th>
<th>BOOKS &amp; SUPPLIES</th>
<th>INSURANCE FEE</th>
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The tuition and fees in the charts above are solely for the dates listed in this catalog. Tuition and fees are subject to change. Alumni pricing is available to graduates of a program of study at the School that is 90 hours or longer in length. Family member pricing is available for family members of graduates of Classic Culinary Arts, Classic Pastry Arts, or The Art of International Bead Baking programs. Family members are limited to a documented spouse, registered domestic partner, child, or sibling. Current Student/Recent Alumni pricing is available to a student currently enrolled in, or who has graduated from a program of study at the School that is 90 hours or longer in length within the 12 months preceding the start date of this class.

A student who cancels within 7 days of signing the Enrollment Agreement receives all amounts paid other than the non-refundable Application Fee except that (i) a student may cancel this agreement without penalty within three days after signing this enrollment agreement and making an initial payment and (ii) a student who has not visited the School’s facility prior to enrollment may withdraw without penalty within three days following attendance at orientation or a tour of the facilities and inspection of the equipment.
ADDITIONAL CHARGES
Students will be charged $75 for each scheduled makeup class.

All students must be covered by an accident insurance plan for the length of their program, for which there is a charge of $10. The coverage is terminated once a student is no longer enrolled in the program.

The books and supplies charge, ranging in cost depending on the program of enrollment, includes the charges for required books, tools, uniforms, and daily supplies. Fees for replacement books, uniforms, tools and identification cards are available upon request.

MISCELLANEOUS FEES
- Assessed charges for any book not returned to the library will be charged to the individual student’s account
- A fee of $15 for any check returned to the school from the bank, for any reason, will be charged to the individual student’s account
- A fee of $20 will be charged for replacement of a diploma
- All required curriculum books are provided to the student with the cost included in the materials fee. If a student requires a replacement copy of a book, the request should be made to the librarian. A schedule of fees for replacement books is available in the library.
**Articulation Agreements**

**New York University**

As part of an articulation agreement between the School and New York University School of Education, any student who has completed the six-month or nine-month Classic Culinary Arts with Artisanal Baking, Classic Culinary Arts, or Classic Pastry Arts program and holds a bachelor’s degree from an accredited institution may apply to be enrolled in a comprehensive, 40-credit food and food management master of arts (MA) degree program to be developed in consultation with an advisor at New York University. NYU may grant up to six credits for the School’s diploma. Some prerequisite courses may be required in addition to the above-named credits. The Food Studies MA program includes two areas of concentration: food culture and food systems. Food Culture examines the social, economic, cultural, and psychological factors that have influenced food consumption practices and patterns in the past and present. Students research historical, sociological and anthropological aspects of food. Food Systems Explores the food systems, tracing commodities and agricultural concerns from production through consumption. Emphasizing international, national and local food systems, students explore environmental, ethical, and economic factors in food production and distribution. For a copy of the New York University School Bulletin and application materials, call 212-998-5030 or write: Office of Graduate Admissions, New York University, School of Education, 82 Washington Square East, 3rd Floor, New York, New York 10003-6644. For further information or to make an appointment with a New York University advisor, email ed.gradadmissions@nyu.edu.

**The New School for Public Engagement**

As part of an articulation agreement between the School and The New School for Public Engagement, admission to The New School for Public Engagement’s Undergraduate Programs is guaranteed to eligible graduates from the following programs: Classic Culinary Arts, Classic Pastry Arts, Italian Culinary Experience, Art of International Bread Baking, and/or Intensive Sommelier Training. Qualifying students will be enrolled in The New School for Public Engagement’s Bachelor of Arts or Bachelor of Science degree track with a major in Liberal Arts.

Current students and graduates of the school with a cumulative average of 85% or higher will be able to transfer as many as 60 credits towards a Bachelor of Arts or Science from The New School. The opportunity applies to students and graduates from either of the school’s campuses in New York City and California.

The New School has developed one of the country’s foremost food studies programs focusing on socially engaged, interdisciplinary learning. And this partnership will enable our students and alumni to divide their education between the kitchen and the classroom, where they can deepen their understanding of the latest trends and issues within the food and restaurant industries.

Courses including Classic Culinary Arts, Classic Pastry Arts and Italian Culinary Experience are each worth 22 credits that can be transferred toward the degree. Other programs with transferable credits include The Art of International Bread Baking (9 credits), Intensive Sommelier Training (7 credits), and Restaurant Management (3 credits). Students will be able to choose from an extensive array of evening and daytime classes at The New School, full time or part time, as well as options for online learning to complete the required 120 credits.

For any students or graduates interested in this opportunity, please contact Matt Morgan, Admission Counselor for Undergraduate Programs at The New School for Public Engagement. He can be reached directly at morganm@newschool.edu.

Please note:
While the preceding agreements are currently active, articulation agreements between the school and other institutions are subject to renewal or termination by either party. For this reason, the school cannot guarantee the availability of the program(s) covered by the articulation agreement to all students under all circumstances. Students are advised to confirm with the schools in writing that the articulation agreement will be in effect at the time the student plans to participate in the articulation program(s).
Completion of Program

Requirements for Graduation for students in all programs:

- Attend at least 85% of scheduled classes*
- Have paid, in full, all tuition and fees owed to the School and Culinary Explorations two weeks prior to final day of scheduled instruction in New York.**
- Return all library books two weeks prior to the last day of scheduled instruction in New York.

Program-specific requirements:

- For Italian Culinary Experience:
  - Maintain a grade point average of at least 70%
  - Successfully complete the program Italian Culinary Experience In Italy, at ALMA, offered by Culinary Explorations
  - Successfully complete a 9-week internship in Italy
  - Receive a passing grade on the final exam and presentation at ALMA, following the required internship
- For Spanish Culinary Arts:
  - Maintain a grade point average of at least 70%
- For Restaurant Management
  - Submit a business plan as assigned in the course

*Attendance is measured for both culinary and language portions of Italian Culinary Experience and Spanish Culinary Arts

**Culinary Explorations is not applicable to Restaurant Management

A diploma will be presented to all students meeting the above requirements.
Family Meal

The School provides active students in classes 25 hours of more with a daily meal referred to as “family meal.” The preparation of this meal is part of the Classic Culinary Arts curriculum and, as such, provides the student body with exposure to quantity cooking.
Honors and Awards*

Top of Class
This honor is awarded to the career course graduate with the highest final average in the class.

Graduate With Distinction**
Any career course graduate who achieves an average cumulative final numeric grade of 95% or higher and does not exceed the allowed absences will graduate with distinction. A diploma indicating distinction will be mailed to the graduate.

Outstanding Attendance
Any career course graduate who attends every day of the program will be presented with an outstanding attendance certificate. Only one exception is made: for observance of religious holidays.

Outstanding Creative Culinary Project
This award is presented to one graduate from each culinary arts career course.

Outstanding Creative Pastry Project
This award is presented to the pastry arts career graduate with the highest average for four projects: menu project, wedding cake, chocolate showpiece, and pastillage cake stand. The recipient of this award will receive a certificate.

Outstanding Service Award
This award is given to any graduate who provides service to the School community and the food community at-large. This award will be presented to individuals who have accumulated the requisite minimum of service points and have applied for the award three weeks prior to the final day of class.

Dean’s List
Students are eligible for the Dean’s List each level. To be on the Dean’s List a student must have a 90% in both attendance and test grades.

*The School may withhold any or all of the aforementioned awards at the discretion of the School Director.

**Students who have repeated a level due to failing grades or attendance will not be eligible to receive the Graduate with Distinction award.
Orientation

Student orientation is held prior to the first day of classes for the Classic Culinary Arts, Classic Pastry Arts, The Art of International Bread Baking, Cakes Techniques & Design, Intensive Sommelier Training, Italian Culinary Experience and Spanish Culinary Arts programs. Orientation serves as the transition point in the student’s journey into the culinary world, and it provides an opportunity to meet classmates as well as the faculty and administrative staff. The purpose of orientation is to communicate important information that is vital for the student’s first day and beyond. This information will help you successfully navigate and get the most out of your program. Final paperwork is collected at orientation, and uniforms are distributed. Attendance at orientation is required for all incoming students. Failure to attend or make alternative arrangements may result in the forfeiture of your seat in that particular class start and cancellation of the enrollment agreement.
School Policies

Grading

Grading System: Italian Culinary Experience
Students receive numerical grades at the end of each level or unit. The minimum passing grade at the School is 70%. Students must achieve a cumulative grade average of at least 70% at the program midpoint to maintain satisfactory academic progress standards, or they will be withdrawn (see Satisfactory Academic Progress section on the next page for the complete satisfactory academic progress policy). Students who fail to maintain an average of 70% or higher will be placed on probation, and they may be required to repeat a level or unit(s), or be withdrawn (at the School Director’s discretion). Students must pass the final exam with a grade of 70% or higher. All students must have an average of 70% or higher in order to graduate. See specific program requirements for detailed grading policies for each program.

Grading System: Spanish Culinary Arts
Students receive numerical grades at the end of each level or unit. Students must achieve a cumulative grade average of at least 70% at the program midpoint to maintain satisfactory academic progress standards, or they will be withdrawn (see Satisfactory Academic Progress section on the next page for the complete satisfactory academic progress policy). Students who fail to maintain an average of 70% or higher will be placed on probation, and they may be withdrawn (at the School Director’s discretion). Students must pass the midterm and final exams with a grade of 70% or higher. All students must have an overall average of 70% or higher in order to graduate. See specific program requirements for detailed grading policies for each program.

<p>| GRADING SYSTEM |
| RESTAURANT MANAGEMENT |</p>
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<p>| THE ITALIAN CULINARY EXPERIENCE |</p>
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<p>| SPANISH CULINARY ARTS |</p>
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Grading
GRADE CHANGES

After an instructor has submitted a student’s grade to the Office of the Registrar, the grade may be changed only with the approval of the School Director. If there has been a clerical error, or if the student feels the grade received is inaccurate, the student should first discuss the grade with the instructor. If there are further questions, the student can file a grade appeal with the School Director. The final grade, however, is the prerogative of the instructor. A student has up to four weeks after the completion of a given level to request a grade change. No grade changes are accepted after this date. If a grade change is approved, the School Director will authorize a grade change request to the Registrar for processing into the student’s permanent grade record.

If an instructor is no longer employed by the School, a student request for a grade change is to be made to the School Director. If there is sufficient evidence to make a change and if a reasonable attempt has been made to produce a response from the instructor, the School Director will authorize a grade change request to the Office of the Registrar for processing into the student’s permanent grade record.
Satisfactory Academic Progress (SAP)

Students enrolled in The Italian Culinary Experience and Spanish Culinary Arts are expected to maintain satisfactory academic progress (SAP). A student must maintain a minimum cumulative average of 70% and complete the entire course of instruction within the maximum time frame of 150% of the scheduled length of the program in which the student is enrolled (“maximum time frame”).

A student’s satisfactory academic progress will be evaluated at the midpoint and at the end of the program. Students in the Italian Culinary Experience program will also be evaluated at the end of the New York portion of the program. At the time of evaluation, the student must have a minimum 70% cumulative average and have completed 85% of the student’s scheduled clock hours. Failure to meet satisfactory academic progress requirements will result in dismissal from the program.

If a student is found not to meet the minimum standards at the time of evaluation, the student will be placed on SAP probation for a period of two weeks. During probation, the School will provide the student with advising and remediation. If the student does not meet the minimum standards by the end of the probation period, the student will be withdrawn from the School. Students in the Italian Culinary Experience program will not be permitted to join their class as scheduled in ALMA and may have to defer to a future ALMA rotation due to SAP probation.

A student who is withdrawn based on his or her failure to maintain satisfactory academic progress may appeal his or her withdrawal in writing to the School Director. The student’s appeal should document an error in the student’s records or the School’s calculation of satisfactory academic progress or unusual or mitigating circumstances that have prevented the student from meeting satisfactory academic progress standards, but which are not an indicator of the student’s ability to successfully complete the program in which the student is enrolled. The appeal will be considered before an appeals panel consisting of the School Director and the Program Director. If the student is re-admitted, he or she will be placed on probation.

All students should be aware that the responsibility for complying with the School’s academic and attendance requirements is theirs alone. Failure to comply with those requirements as outlined in the Student Catalog will result in withdrawal.
Attendance

The School expects students who miss class to treat their academic colleagues in the same manner as they would professional colleagues. Students are responsible for keeping track of any missed classes. The instructor records arrival and departure time for each student on the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute instructor is used, the substitute must initial the day’s attendance roster.

Hourly Attendance Obligations

The School’s policy is that students should attend all scheduled classes. If unavoidable, however, a student may miss a maximum of 15% of scheduled class time. As a courtesy, students are encouraged to communicate absences in advance, whenever possible, with their instructors. Any student missing in excess of 15% of the total scheduled class time of the program will be withdrawn from the program.

Students are evaluated on their performance in class. Students cannot be evaluated when absent, therefore point deductions are made on student evaluations for absences, regardless of the reason for being absent. Point deductions for absences are final and are not reversed.

Make-Up Classes

- Make-up classes are not generally available for the Italian Culinary Experience and Spanish Culinary Arts programs.
- Make-up classes are available (by video only) to students who have completed 75% or more of scheduled course hours in the Restaurant Management program. A student missing in excess of 15% of scheduled course hours but not more than 25% of scheduled course hours will have 14 days from the last day of class to complete the make-up classes necessary to achieve 85% attendance. Failure to complete make-up classes within 14 days will result in withdrawal from the programs.

Tardiness

The instructor records arrival and departure time for each student and students are marked present for time actually attended. Continued tardiness is considered disruptive to the class and may result in disciplinary action. The instructor has the right to refuse admission to anyone who is repeatedly tardy, or in the discretion of the instructor anyone whose late admission would be disruptive to the class.

Religious Observance

All absences, regardless of circumstance or merit, are recorded daily, and become part of a student’s permanent attendance record. With proper planning, a student should be able to observe religious holidays within the attendance policy of the School. Any student expecting to miss a class (or classes) due to the observance of a religious holiday should notify both their instructors and the Associate Registrar. If religious observance could result in missing more than 3 consecutive days or more than 15% of class time in a particular level or unit, the student must request preapproval for those absences from the School Director. Please note that students are evaluated on their performance in class and cannot be evaluated when absent. Point deductions are made on student evaluations for absences, regardless of the reason for being absent. Point deductions for absences are final and are not reversed if students complete make-up classes.

Vacation Policy

Students are discouraged from planning vacations that result in their missing scheduled class time. It is the student’s responsibility to follow the attendance policy if planning to take time off; the Student Affairs department does not have an approval policy for vacations. A student must attend 85% of the total scheduled hours of the program. There are no exceptions to this rule; with proper planning, a student should be able to observe religious holidays and attend to other obligations within the constraints of the policy.
Attendance Discrepancies
After an instructor has submitted attendance to the Office of the Registrar, the attendance record may be changed only with the approval of the School Director. If there has been a clerical error, or the student feels the attendance record is inaccurate, the student should first discuss the discrepancy with the Chef-Instructor. If there are further questions, the student can file an attendance appeal with the School Director. A student has up to four weeks from the date in question to file an attendance appeal.

Probation
A student may be placed on probation during the course of the program for failing to meet grade or attendance requirements, for misconduct, or for failing to meet financial obligations to the School. Students are notified of their probationary status by mail.

1. Attendance Probation: A student who is excessively late or absent may be placed on probation, and/or required to repeat a unit.
2. Grade Probation: A student with failing grades averaging below 70% may be placed on probation, and/or required to repeat a level or unit.
3. Conduct Probation: A student who violates the code of conduct or otherwise exhibits a poor or disruptive attitude may be placed on probation, and/or required to repeat a level or unit.
4. Bursar: All students are required to meet financial obligations to the School. Failure to make payments as required will result in the student being placed on Bursar Probation for a period of two weeks, or another period in the discretion of the Director of Financial Aid. If the student’s account is not current at the end of the probationary period, the student will be withdrawn from the program. Specific cases are subject to the discretion of the Director of Financial Aid.

Withdrawal
A student may be withdrawn from the School for: failure to meet the terms of probation, misconduct, unexcused absence, academic failure as described herein, or failure to fulfill tuition payments or other financial obligations. A student’s financial obligations to the School are as provided in the executed Enrollment Agreement. The School reserves the right, at its discretion, to withdraw any student whose continued enrollment, in the judgment of the School, is not in the best interest of either the student or the School.

Departing School
Students wishing to withdraw from a program at the School must:

1. Confer with Student Affairs.
2. Place the request in writing stating the reason(s) necessitating departure.
3. Schedule an exit interview with the Registrar. Any refund or payment due will be calculated and paid within 45 days of the date which the student withdraws from the program.
Family Educational Rights and Privacy Act

(FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. A student should submit to the Registrar and School Director a written request that identifies the record(s) the student wishes to inspect. The School’s official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School’s official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the School to amend a record should write to the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement Unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using the School’s employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the School:

- Student’s name
- Student’s permanent and temporary address
- Student’s permanent and temporary telephone number
- Student’s date and place of birth
- Enrollment status
- Student’s course of study, dates of attendance, and completion or termination date
- Honors & awards received
- Certificate awarded
- Student’s e-mail address

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, a student has the right to withhold disclosure of Directory Information. This request must be made in writing to the Registrar’s Office at the School.
Emergency Procedures and School Closings

In the event of an emergency, the School may be required to close. Students may call 1-800-229-7990 or 646-254-7533 for school closing information. In the event of a weather emergency, natural disaster, or other reason that causes the School to be closed, the School Director will update the emergency hotline, and in some case the Student Affairs department will attempt to send an email to the entire student body advising them of the situation. We will also make announcements on the Community website and through social media channels when possible.

When the School must be closed, classes will not be rescheduled, but we will integrate the missed material into the existing class hours and make other arrangements as necessary depending on the length of the closing. It is important to understand that the School will remain open whenever possible, and that the decision to close will be guided primarily by conditions in New York City, home to the vast majority of our students, faculty, and staff. If it is reasonable and safe for people living in the five boroughs of New York to get to and from the building, then the School will be open.

If an emergency occurs at the School, please look to your Chef-Instructor for guidance. A copy of the School’s emergency procedures is available from theAssociate Registrar in the Student Affairs office.

The following are guidelines to use in case of an emergency. There are two definite considerations: 1) no two emergencies are alike; therefore, these guidelines are merely suggestions for possible actions; 2) your own personal safety is your highest priority.

- When there is fire or smoke in the building look for the nearest exit and leave immediately. Signs showing emergency exits are posted throughout the School; become familiar with these exits.
- Carry your keys, some cash, and an ID with you at all times in case you need to leave the School and cannot get back into the building.
- If a dangerous situation presents itself in the classroom/kitchen, leave immediately.
- If possible create a buddy system with someone else in your class. Another person looking out for you can make the difference between life and death.
- If you suspect or hear of a food contamination possibility, please tell your Chef-Instructor or the police (if after hours) as soon as possible.
- If you have to leave the building immediately, do not worry about what is in the oven. Only turn off the oven if you know for sure that we are having a drill.
- If an emergency situation occurs, please call your parents, relatives and friends as soon as you can. It is not always possible for the School’s personnel to staff telephones or reach you.
- Never leave the School without telling your Chef-Instructor or a School official.
- If you have a disability that may affect your reaction to an emergency or response during an emergency, please inform your Chef-Instructors and the School Director.
- Be sure that Student Affairs has an emergency contact for you on file. If this information changes while you’re in school, let us know as soon as possible.
- Early dismissal is not always a given. Your Chef-Instructor will let you know if the School is closing.
- If you witness a crime or drug use, please report what you have seen to the School Director.
Student Code of Ethics

**Academic integrity.** Strive for success. Set a good example for other students. Put in the time you need to succeed. Remember that you are evaluated based on your own performance, not based on the performance of others. This is a challenging program, but it should not be competitive.

**Respect for your peers.** Offer a helping hand to a classmate who needs it. Understand that students will perform at different speeds and skill levels; this will be true throughout your career in this industry. Learn how to be a team player.

**Respect for your instructors.** Let your instructors do their jobs. Even if you disagree with their method or technique, remember that they have knowledge to share. The School’s instructors come from restaurant backgrounds. Be respectful of their positions and their expertise.

**Respect for the School’s policies and reputation.** You will represent the School in the future, and our reputation depends on every graduate’s performance and ethics in the field. Our strict policies exist to create a positive learning environment where all students are treated fairly.

**Being a good citizen.** Above all, strive to be a good citizen. Always take the high road, and avoid engaging in gossip or exclusion. Remember that this is a school, and you are a student. The most important lesson you can learn is how to work well with others.
Code of Conduct

General Statement of Conduct Policies

Each applicant for enrollment agrees to be governed by the regulations respecting admission and conduct prescribed in the current catalog and by such other regulations respecting enrollment and conduct as may be reasonably established by the School from time to time. The continuation of enrollment for each student, his or her progress, and the conferring upon the student of any diploma is subject to the disciplinary powers of the School.

Code of Conduct

The School is an adult vocational education institution and therefore there is an expectation that, as adults, students will conduct themselves in a professional, businesslike manner. Membership in the School’s community is accompanied by a responsibility to maintain and foster an environment characterized by freedom of expression, inquiry and exchange of ideas, and the respect for the dignity and uniqueness of each individual. All members of the school community have the right to seek action on matters of concern by appropriate means. In order to preserve an atmosphere in which a free exchange of ideas may flourish, it is necessary that standards of behavior be maintained to ensure the safety of all members of the School community as well as the unimpeded operation of the institution.

Engaging in any of the following conduct will constitute a violation of the rules and regulations of the School and shall be considered sufficiently serious to warrant disciplinary action up to and including dismissal:

- All types of theft, willful destruction, damage, or misuse of any school property or property owned by students, faculty, administrators, community members, or guests.
- Sale, purchase, possession, or use, on the property of the School, of any incendiary devices, explosives, dangerous weapons, or illegal drugs.
- Obstruction of the normal processes and activities essential to the function of the school community.
- Disruptive behavior in the classroom or kitchen.
- Interference with freedom of speech including not only disruption of a class, but also interference with the freedom of any speaker or chef invited by the school community.
- Any deliberate action or reckless conduct that causes or might cause injury to oneself or another person, or persons, including actions that tend to cause physical or mental pain or social deprivation. This includes violence, threat of force or violence, harassment (including but not limited to sexual harassment), and the verbal abuse of any community member or guest.
- Failure to comply with the instructions of a school administrator or other duly authorized agent of the School, including failure to present identification when required.
- Use of obscene or abusive language.
- Violation of the Drug-Free Schools policy as set forth in this document.
- Gambling anywhere on school property or at any school sponsored event.
- Loitering in the hallways before, during, or after class sessions.
- Misuse of the computer system or violation of the computer policy as set forth in the Technology section.
- Falsification of school documents.
- Conducting oneself off-campus (away from the School) in a manner that reflects adversely on the good name and reputation of the School.
- Failure to observe appropriate hygienic standards.
- Failure to comply with student rules and regulations.
- Any conduct that recklessly or intentionally endangers or threatens the health, safety, or welfare of any person on school-owned or operated property or at school sponsored activities is expressly prohibited.
- Failure to abide by all standards for appropriate attire.
- Cheating of any kind, including plagiarism.

THE EXAMPLES LISTED ABOVE ARE NOT NECESSARILY ALL INCLUSIVE. IN GENERAL, ANY STUDENT WHO ENGAGES IN UNACCEPTABLE BEHAVIOR MAY BE SUBJECT TO IMMEDIATE REMOVAL FROM THE PREMISES AND/OR DISMISSAL FROM THE SCHOOL.

The School reserves the right, at its discretion and without prior notice, to change existing regulations, requirements, and policies or to promulgate new regulations, requirements, and policies having to do with conditions respecting enrollment of students and the relationship between the School and the students, to terminate the enrollment of any student, and to cancel or postpone an announced course.
Student Rules and Regulations

The following student rules and regulations must be adhered to or disciplinary action may be taken.

Contact Information

Students must provide a current address, telephone number, and e-mail address. Any change to this information must be reported to the Registrar’s office within 10 days. International students are additionally required to report change of address the International Student Adviser and USCIS. Free e-mail addresses are available from websites such as yahoo.com, gmail.com, and hotmail.com.

Attire

- Uniforms: A cleaned and pressed uniform must be worn daily. Maintenance of the uniform is the responsibility of each student. Students must not commute in their uniforms. All students must change from their street clothes to their uniform at the School.
  - Intensive Sommelier Training: Business casual attire is required. No jeans, flip flops, baseball caps, shorts, etc. For men, a pressed long-sleeve shirt and slacks or dress pants are required. Suits are encouraged. A tie and jacket are preferred, but not required. For women, professional dress is required. Suits are encouraged. Students should refrain from distracting patterns and bright colors. Dark attire is preferred. It is important that the student’s ensemble have pockets.
- Footwear: Durable, solid, polished black leather shoes are required. Socks are also required. Sandals, canvas shoes, or sneakers MAY NOT be worn.
  - Intensive Sommelier Training: Appropriate shoes are required. Shoes must be clean and polished. Toes may not be exposed. Sneakers, sandals, and similar are prohibited.
- Hair: Hair that covers the collar must either be cut or restrained in a neat pony tail, braid, or net. Hair must be immaculately clean and free of powerful fragrances. Students with facial hair may be asked to wear a beard guard.
- Nails: Nails must be clean, short, and without polish.
- Make-up and Fragrances: Heavy make-up, perfume, or aftershave is inappropriate and may not be worn in class.
- Hands: Students are required to wash their hands before starting class, and each time they return to the kitchen, after using the bathroom, after smoking, and as necessary during class to maintain sanitary conditions during food preparation.
- Jewelry: No hoops (facial and earring). If you can see through the hoop, it is unacceptable; no wrist jewelry allowed except for wristwatches; no shanks on stud earrings as they constitute a safety hazard. Wedding rings are acceptable.

Classroom Conduct

The School prepares students for employment as culinary professionals and expects students to treat their academic colleagues in the same manner as professional colleagues.

This includes but is not limited to:

- Treating instructors, staff, and students with respect.
- Notifying instructors prior to leaving the classroom.
- Arriving to class and returning from scheduled breaks on time.
- Following rules for proper attire and hygiene at all times.

School Provisions

All food prepared at the School is the property of the School. Students may NOT remove any prepared foods or provisions from the School unless permission has been obtained from the Chef-Instructor.

Guest Policy

Students are not permitted to bring guests to the School during scheduled instruction hours. This holds true for day, afternoon, and evening classes. Students can request a waiver from the Office of Admission for an adult who might be interested in enrolling at the School.
Cell Phone Policy
Use of cellular telephones, including text messaging, social media, and checking email during class is prohibited except in designated cell phone areas. Beepers are also prohibited. On the rare occasion that a student cannot wait until the end of class time to make a telephone call or send/receive a message, students must receive permission from the Chef-Instructor to leave the classroom. Designated cell phone areas are limited to the student lounge and locker rooms.

Policy on Photographs and Video
Students may take photographs of completed dishes with permission from their Chef-Instructor, and only if doing so will not interfere with or interrupt any student’s work, including their own. Filming any portion of class is not permitted.
Disciplinary Procedures

Upon request, detailed procedural guidelines are available for review in the Office of the School Director.

**Informal Resolution Attempt**

A good-faith attempt will be made to resolve all problems informally, initially by the appropriate administrator or faculty member. This may include informal discussions with the alleged violator and faculty members or administrators. If the matter is not resolved by an informal resolution attempt, the alleged violator shall be requested to designate whether he/she wishes to have the charge determined by a formal hearing pursuant to the School’s procedures for a disciplinary hearing. Upon such designation, a formal hearing will be set within 10 business days.

**Releasing Disciplinary Information**

Details relating to any disciplinary proceedings, the decision, and the names of individuals involved will not be made available except as required for internal school purposes as required by law, or when charges are made, or proceedings instituted by or against the School or any member of the school community in courts of law or by governmental agencies.
Crime Awareness and Security

Federal law enacted the Crime Awareness and Campus Security Act of 1990. It states that educational institutions must publish and distribute an annual security report containing campus security policies and procedures, as well as campus crime statistics.

The annual security report is distributed to each student at orientation or on the first day of class and is updated and distributed each year in October. Please see the Registrar for a copy of the report.

Timely Warnings
If a situation arises, either on or off campus, that, in the judgment of the School Director, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the School’s email system to students, faculty, and staff. Depending upon the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the School Director may also post a notice on the front door of the student entrance on Grand Street, in locker rooms and at residence halls as well as on bulletin boards located on the third floor of the School.

General Reporting Procedures
Accurate and prompt reports of all criminal activity, acts of violence, and other emergencies should be made to the School Director, Erik Murnighan, at 646-254-7512 or for student housing, to the Assistant Dean for Student Affairs/Housing Director at 646-254-8549. The Executive Vice President and the appropriate police agency should be notified. School officials respond promptly to all reported criminal activity or other emergencies and take whatever action is necessary.

Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within the School’s disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity. The purpose of the report is to ensure the future safety of yourself and others. With such information, the School can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the School community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the School.

Security and Access
Please do not leave anything of value in your locker. Take all cash, cell phones, etc. to class. Do not leave your knives in the locker overnight; the School is not responsible for theft in the locker rooms.

If you see anything suspicious, please report it to a School official or your instructor immediately.

The School is located on five floors in one building with no residents. We have one side door access on Grand Street that serves as the student and employee entrance. There is a back stairwell that allows entry to the second floor administrative offices during office hours. The door at the top of the stairwell is secured by an access pad. The building is regularly secured by a gate when it is closed. The building hours are as follows:

Kitchens: Monday to Friday: 8:00 am to 11:00 pm
Saturday: 9:00 am to 11:00 pm
Administration: Monday to Friday: 8:00 am to 6:30 pm

When the building is closed for a holiday, notices are posted on main entrances. The main 462 entrance provides access to the first floor, second floor (via stairs) and fourth floor (via elevator). The second, third, fourth, and fifth floors can be accessed from the elevator inside the 24 Crosby freight entrance. The administrative floors are secured by locked doors at the front and rear of the floor.
Security Awareness & Crime Prevention Programs

Upon enrolling at the School, students are informed of the rules and regulations regarding security. These rules and regulations are further reinforced during the orientation session prior to the first day of class (for classes without a formal orientation, these policies are reinforced at the beginning of the first class).

Employees, at the time of hire, are informed of the rules and regulations regarding security procedures and practices. Employees and students are encouraged to be responsible for their own security and that of other employees and students.

The School does not have a security policy regarding off-campus locations of student organizations as we are in a one-building facility and have no off-campus locations.

The School enforces all state and federal laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs and regarding underage drinking. The School prohibits as part of any school-sponsored activities the unlawful manufacture, distribution, possession, or use of a controlled substance. Consumption of alcohol while under legal age is also prohibited at the School.

The School has a drug and alcohol abuse advisor who provides students and employees desiring treatment with referrals to outside treatment programs and centers. Referral information can be obtained from the School Director, Erik Murnighan, at 646-254-7512.

The School prohibits the possession of firearms and other weapons in any of the school facilities, including 462 and 434 Broadway, the school student housing on Roosevelt Island, and EHS Clark Street Residence. This includes the school-sponsored activities or events.

The School prohibits the unlawful carnal knowledge by an individual upon the person of another individual. If a sex offense occurs on campus and so as to preserve necessary evidence to prove a criminal offense has occurred, the victim should contact a school official immediately to report the incident. If requested by the victim, who retains the option of having the police notified, the school official shall notify the police and seek medical attention for the victim.

The School has a sexual offense advisor who can provide victims with referrals to off-campus counseling centers. If requested and reasonably available, the option for the victim of transferring between day and evening schedules or taking a leave of absence will be provided by the School. In all cases of alleged sex offenses, the School shall convene a Board of Inquiry to determine what disciplinary action will be taken, if any. The accuser and the accused are entitled to have other concerned individuals present at this hearing. The accuser and the accused shall be informed of the determination of the Board. The Board may impose sanctions such as, but not limited to, suspension and termination upon the accused.

Safety is everyone’s responsibility. By following all security policies and using common sense safety practices, you can help promote a crime-free campus environment. The following security considerations are offered to assist both students and School personnel in the prevention of crime:

General Precautions

- **BE ALERT:** Be aware of any suspicious persons or activities. Be conscious of areas such as entrances/exits, stairwells, parking areas, and walkways. Trust your instincts and react to any signs that make you uneasy.
- **REDUCE YOUR RISK:** If you have any doubt as to what you should or shouldn’t be doing, put yourself in the place of the potential criminal. From that viewpoint, does your appearance, attitude, or presence increase your chances of being a potential victim?
- **THINK AHEAD:** Get into the habit of asking yourself if you are going about your business safely.
- **AVOID ALCOHOL AND DRUGS:** People under the influence are more likely to be victims of crimes.
- **AVOID ISOLATION:** After dark, try to be with others. Use well lit areas when leaving the School.
- **NOTIFY A SCHOOL OFFICIAL IF ANY PERSON OR ACTIVITY AROUSES YOUR SUSPICION.**
In Elevators
- Get on with a group of people. Always stand near the control panel, where you have access to the alarm and floor buttons.
- If you are on the elevator with someone who makes you feel uncomfortable, get off at the next floor.
- If you are waiting for an elevator with someone who makes you feel uncomfortable, do not get on.

Public Transportation
- SUBWAYS AND TRAINS: Wait in well lit areas near other people. Stay alert. If someone bothers you, make noise so that other passengers know.
- BUSES: Wait near others. Sit in an aisle seat, near the driver, if possible.
- TAXIS: Have the driver wait until you are safely inside your destination.

If you are followed
- ACT SUSPICIOUS: Turn to look at the person. This gives you time to plan your strategy and lets the person know you won’t be taken by surprise.
- CHANGE DIRECTIONS: If someone is following you on foot, cross the street and vary your pace. If the person is in a car, turn and walk in the opposite direction.
- GO INTO THE NEAREST PUBLIC PLACE AND ASK TO USE THE PHONE TO CALL THE POLICE.

Responding to an Attack
- EVALUATE THE SITUATION: Look around; are there sources of help available? What state of mind is the attacker in?
- STAY ALERT: Listen and observe carefully so you can make the best decision at the time and provide important evidence later.
- DECIDE HOW YOU WANT TO RESPOND: All situations and people are different. Be realistic about your ability to protect yourself. Screaming, hitting, or biting may give you a chance to escape, but these actions can expose you to greater harm.
- GIVE UP YOUR VALUABLES: If the attacker only wants your valuables, give them up. Valuables can be replaced—your life cannot.

Below are the statistics for the School’s crime occurrences for the years 2001 through 2010:

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*None of the criminal occurrences or arrests listed above manifested any evidence of racial, religious, sexual or ethnic prejudice.*
Policies on Substance Abuse and Alcoholic Beverages

The School is committed to creating and maintaining a campus environment that is free of alcohol and substance abuse and that complies with federal, New York State, and New York City laws. The School views the abuse of alcohol and legal drugs and the use of illicit drugs as being antithetical to the pursuit of educational excellence and the realization of one’s full potential as a student and member of this community. Accordingly, the School takes very seriously its obligation to address the issue of substance abuse.

At the same time, the School expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. Implied in these expectations is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. In order to make informed choices about alcohol and other drug use, students should educate themselves about the social, physiological, and psychological consequences of drug use or excessive drinking.

The United States Department of Education issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that the School distribute the following information annually to you in writing concerning the possession, use, or distribution of alcohol and illicit drugs. The School's policies on substance abuse and on alcoholic beverages are set out below, along with related information on school sanctions for violation of these policies, on criminal sanctions for the illegal possession or distribution of drugs and alcohol, on the health risks associated with drugs and alcohol, and on places to obtain help concerning the use and abuse of alcohol and illicit drugs. These school policies apply to all students and to all events or activities which are sponsored by the School or by a school organization, whether they occur at the School or not. Please read all of this material very carefully. There is much information here, some of it technical, but all of it vitally important.

I. Standards of Conduct: The following are the School’s Statements of Policy on Substance Abuse and on Alcoholic Beverages.

We believe that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the Office of Student Affairs is available to meet with students and provide information about services that are available in the local community.

A. Statement of Policy on Substance Abuse

In addition to policies and practices that emphasize concern for the welfare of individuals, the School also recognizes the importance of maintaining the safety and well-being of the community as a whole. The School therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on school premises.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the School will take appropriate disciplinary action, including, but not limited to, probation or expulsion.
3. Using regularly established procedures, the School will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on School premises.

Faculty, staff, and students should also be aware that, in addition to school sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, the School will cooperate fully with law enforcement agencies.

B. Statement of Policy on Alcoholic Beverages

1. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at the School or at any event sponsored by the School or by a School organization, whether the event is at the School or not. Students are prohibited from consuming...
alcoholic beverages before and during scheduled class time. All students are prohibited from possessing any alcoholic beverage at the School during scheduled class times, including breaks. The sole exception to this policy is for culinary curriculum educational tasting for students aged 18-20, following professional wine tasting standards.

2. The following rules are applicable to all events at which alcoholic beverages are served or sold at the School and to all events or activities, whether or not at the School, which are sponsored by the School or by a School organization.
   a. No person shall be sold or served any alcoholic beverage:
      i. if that person is, or appears to be, under the legal drinking age of 21, unless part of an educational tasting included in the culinary curriculum and professional wine tasting standards are followed;
      ii. If that person is, or appears to be, intoxicated, or is known to the server or seller to be a problem drinker.
   b. Drinking age verification
      i. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served, or to try to purchase or be served, any alcoholic beverage or in order to gain access, or to try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.
      ii. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served, or try to purchase or be served, any alcoholic beverage or gain access, or try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.
   c. No alcoholic beverage shall be sold to any person unless:
      i. a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and
      ii. The license or permit sanctioning such sale and any posters, signs, notices, or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

3. The individual or group(s) sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all New York State laws and regulations and all the School rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:
   a. complying with items 1 and 2 above, including examining attendees’ evidences of age;
   b. notifying either the Office of Student Affairs (when the sponsor is a student group) or School Director (when the sponsor is a non-student group), or the Manager of L'Ecole (when staff is provided by L'Ecole) prior to each school related event at which alcoholic beverages are to be sold or served; and
   c. instructing the person or persons actually selling or serving alcoholic beverages at the event not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age.

4. Drinking at the L'Ecole bar by any enrolled student of The School is not permitted before, during, or for two hours directly after class. Use of the bar by The School's students of legal drinking age is permitted at any other time. We encourage all students to make reservations in advance for both lunch and dinner.

In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the School Director.

Violation of the School’s Policy on Alcoholic Beverages will be addressed pursuant to applicable school disciplinary codes and policies. Sanctions which may be imposed against violators include: for students, probation, suspension or expulsion; for employees, discharge; and for student clubs, loss of privileges, probation, suspension or expulsion.

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1 To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person
2 Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

Policies on Substance Abuse and Alcoholic Beverages
Faculty, staff, and students should also be aware that, in addition to school sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages, particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, the School will cooperate fully with law enforcement agencies.

II. School Sanctions

Any member of the faculty, administration, or staff or any student may file a complaint against a student if he or she knows or believes that a student has violated the School’s Policy on Substance Abuse or its Policy on Alcoholic Beverages.

If you are alleged to have violated either or both of these policies, you may be placed on probation pending a hearing under the circumstances as described in the School’s Student Disciplinary Procedures. Moreover, if it is determined that you have violated either or both of these policies, the consequences may be severe. Sanctions can include dismissal (i.e., expulsion) from the School, suspension from classes and other activities or privileges, or other penalties permitted by School codes. For example, you can be expelled from School housing or barred from participating in extracurricular activities.

Students may also be required to undergo evaluation and/or participate in and satisfactorily complete an appropriate counseling or rehabilitation program. Sanctions may become part of a student's permanent academic record.

If school policies are violated at a club event, that student may lose the privilege of attending other club events and be subject to probation, suspension or expulsion.

III. Criminal Sanctions

The unlawful possession, use, or distribution of illicit drugs and alcohol is punishable by criminal sanctions authorized by the Federal government and by the State of New York. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.

Section 484(r) of the Higher Education Act of 1998 provides that a student’s eligibility for federal student aid be suspended if that student is convicted under federal or state law of any offense involving the possession or sale of a controlled substance (not including alcohol or tobacco). The suspension of eligibility ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions. A student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements or if the conviction is overturned.

Regarding illicit drugs, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. For example, in New York State the criminal possession of eight or more ounces of cocaine is a class A-1 felony, punishable by sentences ranging from a minimum of 15-25 years in prison. The sale of two or more ounces of cocaine will be treated similarly. The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by up to four years in prison, as is the sale of more than 25 grams of marijuana. Possession or sale of larger amounts of marijuana is punishable by more severe penalties. In New York State, a gift of drugs, including marijuana, is treated as a sale.

Under federal law, possession of illicit drugs can be punished by jail terms of up to twenty years and minimum fines ranging from $1,000 to $5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (including your car), the denial of federal benefits such as student loans and grants, and the loss or denial of certain federal licenses such as pilot licenses. Moreover, having been convicted of a felony will prevent you from entering many careers.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under certain circumstances demonstrates intent to prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity.

Policies on Substance Abuse and Alcoholic Beverages

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Criminal penalties also may result from the misuse of alcoholic beverages. In New York, if you give or sell an alcoholic beverage to a person less than 21 years old, you are committing a Class A misdemeanor, punishable by up to one year in jail and/or a $1000 fine. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both.

If you are under the age of 21, you are prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to $50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. Illegally possessed alcoholic beverages also may be seized and destroyed by the School or external authorities. You can also be fined up to $100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if you are under 21 and present falsified proof when purchasing or attempting to purchase alcoholic beverages. Your driver’s license may be suspended for three months if you are under 21 and use a driver’s license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations.

These are only examples of the penalties that can be assessed against you for the illegal possession, use, or distribution of alcoholic beverages and/or drugs. You should also know that it is the School’s policy to discourage violations of Federal, State, and City laws by its students. Where appropriate, the School will refer students who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities.

### IV. Health Risks Associated with Illicit Drug Use and Alcohol Abuse

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<th>Drug</th>
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<tr>
<td>Opium</td>
<td>High</td>
<td>High</td>
<td>Euphoria, drowsiness, depression, constricted pupils, nausea</td>
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<td>Meperidine/Pethidine</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>High</td>
<td>High-Low</td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>High-Low</td>
<td>High-Low</td>
<td></td>
</tr>
<tr>
<td>Depressant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol.</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>High-Moderate</td>
<td>High-Moderate</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Low</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Glutethimide</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine/Crack</td>
<td>Possible</td>
<td>High</td>
<td>Increased alertness, excitation, increased pulse rate &amp; blood pressure, insomnia, loss of appetite.</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Possible</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Possible</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Methyphenidate</td>
<td>Possible</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Possible</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>None</td>
<td>Unknown</td>
<td>Illusions and hallucinations, poor perception of time and distance.</td>
</tr>
<tr>
<td>Mescaline/Peyote</td>
<td>None</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>

Policies on Substance Abuse and Alcoholic Beverages

56
<table>
<thead>
<tr>
<th>Substance</th>
<th>Withdrawal</th>
<th>Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phencyclidine Analogues</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>Unknown</td>
</tr>
<tr>
<td>Cannibis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Tetrahydrocannabin</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hashish</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Unknown</td>
<td>Moderate</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Caffeine</td>
<td>Unknown</td>
<td>High</td>
</tr>
<tr>
<td>Nicotine</td>
<td>High</td>
<td>High</td>
</tr>
</tbody>
</table>

**V. Counseling and Support Programs**

The abuse of alcohol or other drugs among students is often related to a personal crisis or problem such as relationship difficulties, feelings of isolation at school, identity confusion, academic or financial pressures, conflicts at home, or drastic change such as an unwanted pregnancy or loss of a loved one. A number of free or low cost programs are available through city agencies and community organizations for individuals who may have developed an alcohol or other drug-related problem, suspect they are at risk for such problems, are affected by the drug or alcohol abuse of others, or seek information about illegal or controlled substances. These programs are voluntary and confidential.

The decision to seek information about substance abuse-related problems is often a complicated one. They offer non-judgmental assistance with locating resources for students, including those who are ambivalent about their own or someone else's alcohol or drug-related problems. A student can gain access to alcohol and other drug-related services through any of the resources listed below, depending on whether the student is more comfortable approaching the topic from a medical, health promotion, or psychological perspective.

There are many kinds of treatment for drug or alcohol-related problems. Whether provided on an outpatient or inpatient basis, treatment will generally consist of a combination of individual counseling sessions and group meetings. The particular mix is determined by the individual's needs. Medications can be utilized where appropriate. Treatment will generally follow one of two principles. Treatment can be abstinence-based, meaning that it encourages participants to direct their energy into complete non-use of the substance. Another option is harm reduction-based treatment, where abstinence can be a goal, but the main focus is on learning how to reduce both use and the consequences of use. While the abstinence model still predominates, it is becoming easier to find treatment that teaches harm-reduction techniques.

**Community Resources**

**Hotlines**

National Drug & Alcohol Treatment Referral Service  
800-662-4357

NY State Office of Alcoholism and Substance Abuse Services  
800-522-5353

Alcoholism Council of New York Hotline  
212-252-7011

Policies on Substance Abuse and Alcoholic Beverages

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Off-Campus Treatment Options

**Inpatient:**
The Addiction Institute at Roosevelt Hospital
212-523-6491

**Outpatient:**
The Addiction Institute at Roosevelt Hospital
212-523-8373
Triangle Treatment/Arms Acres (lesbian, gay, bisexual and transgender)
212-399-6901
Greenwich House
212-463-8244
Pride Institute
800-547-7433
Cornerstone Medical Arts Building
212-755-0200 ext 3901

**Mutual / Self-Help / 12-Step Groups**
Many different mutual and self-help programs are available in New York City. These programs generally are free of charge and do not require a long-term commitment. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation as a goal and/or do not use 12 steps. None of the programs listed below has any religious affiliation, but some may use spirituality as a part of the program. Meeting times and locations are available by calling the corresponding contact numbers, or viewing the corresponding web-sites. Each meeting is somewhat different from any other (even within the same program) both in terms of structure and participants. New York City supports a huge diversity of meetings -- some groups are geared specifically towards men, women, lesbians, gays, bisexuals or transgendered people. Many people find it helpful to explore different options.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Phone #</th>
<th>Organization Website</th>
<th>12 Step or Abstinence Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohools Anonymous</td>
<td>212-647-1680</td>
<td><a href="http://www.aa.org">http://www.aa.org</a></td>
<td>12 Step Abstinence</td>
</tr>
<tr>
<td>Alcohools Anonymous of New York</td>
<td>212-647-1680</td>
<td><a href="http://nyintergroup.org">http://nyintergroup.org</a></td>
<td>12 Step Abstinence</td>
</tr>
<tr>
<td>Al-Anon/Alateen</td>
<td>212-941-0094</td>
<td><a href="http://www.al-anon-alateen.org">http://www.al-anon-alateen.org</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Marijuana Anonymous (District 8 of New York)</td>
<td>212-459-4423</td>
<td><a href="http://www.ma-newyork.org">http://www.ma-newyork.org</a></td>
<td>12 Step Abstinence</td>
</tr>
<tr>
<td>Children of Alcohools Foundation</td>
<td>646-505-2060</td>
<td><a href="http://www.coaf.org">http://www.coaf.org</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Cocaine Anonymous</td>
<td>212-929-7300</td>
<td><a href="http://www.cany.org">http://www.cany.org</a></td>
<td>12 Step Abstinence</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>212-929-6262</td>
<td><a href="http://www.na.org">http://www.na.org</a></td>
<td>12 Step Abstinence</td>
</tr>
<tr>
<td>Moderation Management</td>
<td>na</td>
<td><a href="http://www.moderation.org">http://www.moderation.org</a></td>
<td>Supports “controlled drinking”</td>
</tr>
<tr>
<td>Smart Recovery</td>
<td>212-631-1198</td>
<td><a href="http://www.smartrecovery.org">http://www.smartrecovery.org</a></td>
<td>Abstinence (Not 12-Step or spiritually based)</td>
</tr>
</tbody>
</table>

Policies on Substance Abuse and Alcoholic Beverages

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12 STEP MEETINGS LOCATED NEAR THE SCHOOL  
(all times and locations subject to change)

Alcoholics Anonymous  
http://www.nyintergroup.org/meetinglist/  
- Alanon House: 133 W. 4th St. (between 6th Ave. and Washington Sq.) M-F 12 and 2:30pm  
- Midnite: 220 W. Houston St. (between 6th & 7th Ave.), M-G 12:30pm and 4:30pm  
- Perry St. Workshop: 50 Perry St. (between 6th & 7th Ave. and 4th St.), 12:15 and 2:30pm  
- Alanon House: 303 West 42nd Street (between 8th and 9th Ave.), Room 306 M-F 12 pm, 2pm, 6:15 pm & 8 pm

Narcotics Anonymous  
- Living Free: 334 E. 14th St, M-F 1pm  
- Midtown Matinee: 209 Madison Ave., M-W, F 1pm  
- The 3 O'clock Group: 233 E. 17th St., M-F 3pm  
- No Matter What: 743-9 E. 9th St, T, R, F 5:15pm  
- Monday Miracles: 149-155 Christopher St., M 6pm

Marijuana Anonymous  
Meetings: http://www.ma-newyork.org/meeting.htm  
- Mustard Seed: 122 E. 37th St., M 8 pm, T 7:30pm  
- Lesbian, Gay, Bisexual & Transgender Community Center: 208 W. 13th St., W 4, 9:15 pm  
- Hazelden New York: 233 E. 17th St., F 6:15pm  
- Holy Trinity Episcopal Church: 20 Cumming Street, M 10 pm.

Al-Anon  
Meetings: http://www.nycalanon.org/meetings.html  
- Waterside: Trinity Church Office Building, 74 Trinity Pl, basement, M, T, F 12:15pm  
- Wall Street: Trinity Church Office Building, 74 Trinity Pl, basement, W, Th 12:15pm  
- Miracle on 5th Ave: First Presbyterian Church, Th 12:15pm  
- Downtown Step Discussion: St. Vincent's Hospital, O'Toole Building, 203 W. 12th St. at 7th Ave., Th 8:30pm

Other Resources  
Recovery is a process that is very different for different people. The following are some sites that present different roads to recovery. The School does not take responsibility for the material found on these sites, but we provide links to them so you can learn more about what might be right for you.  
- American Self-Help Clearinghouse http://mentalhelp.net/selfhelp/  
- Center for Substance Abuse Treatment www.samhsa.gov/csat/csat.htm  
- Rational Recovery Web Center http://www.rational.org/recovery  
- Recovery Anonymous www.r-a.org  
- Secular Organizations for Sobriety http://www.secularhumanism.org/sos/

The School will review its drug and alcohol programs at least biannually for effectiveness and consistency of application and, when necessary, will make appropriate changes.

Policies on Substance Abuse and Alcoholic Beverages
Anti-Harassment Policy

Statement of Policy
The School is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance.

Harassment based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the School. Such harassment is illegal and against School policy and it will not be tolerated.

This policy covers all members of the School community and those who affect the School community such as vendors or visitors. The School encourages everyone to report all incidents of harassment regardless of who the offender may be.

I. Definition of Harassment
Prohibited harassment is conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected status when:
1. Submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, basis for participation or advancement in an academic program, or basis for participation in a School activity or benefit; or
2. Such conduct creates an intimidating, hostile or offensive work, academic or residential environment; or
3. Such conduct otherwise adversely affects employment or academic opportunities.

Examples of such prohibited conduct when based upon a legally protected status include, but are not limited to:
• Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group;
• Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands;
• Physical assault or stalking;
• Displays or electronic transmission of derogatory, demeaning, or hostile materials;
• Unwillingness to train, evaluate, assist, or work with an employee, faculty member, or student.

Harassment is unacceptable in the workplace, classroom, student and faculty housing, school facilities, and in other School-related settings, such as school-sponsored social functions and events. This behavior violates school policy even when it may not be sufficiently severe or pervasive to constitute a violation of law.

II. Responsibilities to Report
All members of the school community should report incidents of harassment in order to support the school policy. In order to ensure that the School is free of prohibited harassment, school officers, deans, program directors, faculty members, and supervisors are required to report all incidents of harassment that they may have witnessed or have been advised of.

The most appropriate recipients of reports are:
• Christopher Papagni, Executive Vice President
• Erik Murnighan, School Director
• Cindy Whitaker, Director of Human Resources

It is not always easy to interpret words or actions that may be ambiguous and one may think are inappropriate. Therefore, the offices noted above are available to discuss the circumstances and address matters before they become severe or pervasive.

If a report is made to any of these offices, and that is not the appropriate office to receive the report, it becomes the responsibility of that office to forward the report to the appropriate office. If any of the persons at these offices is implicated in the harassment, or if a conflict of interest arises, the report should be made to the School Director.
III. Reporting a Harassment Complaint
All individuals who believe they have been harassed should file a complaint with the appropriate individuals or offices cited above. Verbal complaints should be reduced to writing by either the complainant or the individual who receives the complaint in order to preserve an accurate record. The written complaint should identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the late reporting of complaints may not prevent appropriate remedial action. Any conduct that may be in violation of this policy will be investigated, regardless of whether a complaint is filed, and appropriate remedial action will be initiated.

Effort shall be made to complete the investigation of a complaint within thirty (30) days of the report of the harassment. Extensions of the time frame may be necessary in some circumstances. The complainant and alleged harasser will be notified of the extension.

IV. Confidentiality
The School will maintain the confidentiality of the complaint to the greatest extent consistent with our goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved.

V. Investigation and Disposition of the Complaint
The investigator will conduct a prompt, thorough, and impartial investigation of the complaint in the manner he or she deems necessary. The parties to the complaint will each have an opportunity to be heard during the investigation. The parties will also be informed of the status of the investigation as deemed appropriate. The investigation process is strictly internal to the School, so the presence of outside legal counsel or third parties is not permitted at any stage of the process unless otherwise required by law. If it is determined that a violation of the School’s harassment policy has occurred, prompt remedial action shall be taken. The nature of the remedial action and the process for its implementation will depend upon the particular facts and circumstances. If remedial action involves the imposition of sanctions, appropriate disciplinary procedures will be used. Sanctions imposed may be appealed through the appropriate appeals process depending on the status of the accused. The findings and intended actions shall be communicated to the complainant and the alleged harasser. If it is determined that no violation has occurred, such findings shall be communicated to the complainant and the alleged harasser.

If the results of an investigation show that the complainant knowingly filed false accusations of harassment, or that a witness gave false statements, such individuals will be subject to the appropriate disciplinary action.

VI. Retaliation
The School will take every step necessary to protect the complainant and any witnesses against retaliation for reporting the harassment or for participating in the investigation of a complaint. Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates school policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

VII. Sexual Assault
Sexual assault is a sexual act against the will and without the consent of the victim or where the victim is incapable of giving consent. This includes conduct that would be considered criminal under the New York State Penal Code. Since the medical, emotional, and legal needs of a sexual assault complainant may differ from those of other harassment complaints, sexual assault victims should, in addition to filing a school complaint, report the assault to the police and pursue services available at the School.

VIII. Consensual Relationships
Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and a perception of favoritism while the relationship continues. Such relationships are inappropriate. A “consensual” relationship between a professor and his or her student, or a supervisor and a subordinate are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued and appropriate action may be taken.
IX. Education
The School supports a complete program for the education of its community with respect to the meaning and implementation of this policy. Training will be scheduled accordingly.

X. AIDS/HIV Policy
The AIDS/HIV policy held by the School is kept on file in the Office of the School Director at all times and may be obtained by request.
Complaints and Grievances

The School views students as responsible citizens who are integral members of the School community. Policies and practices pertaining to student relations and services should reflect this point of view. School officers continue to seek to ensure that this philosophy is implemented. Even with this philosophy in place, complaints and misunderstandings may arise. It is the purpose of these grievance procedures to ensure that any problem is dealt with promptly and confidentially.

Informal Review of Complaints and Grievances

- Discuss the problem informally, with the student, faculty member, dean, or staff member involved.
- A student should not consider a formal review unless an informal review has occurred.

Formal Review of Complaints and Grievances

- Obtain, complete, and return a student grievance form to the School Director within 30 days of the incident.
- Upon receipt of the form, a prompt investigation of the facts related to the nature of the grievance will be conducted. After thoughtful consideration, a decision will be made.
- The student will be advised of the decision and resulting action to be taken within five school days.
- If, for any reason, the student is not satisfied with the results of the investigation conducted, the student may ask the School Director to submit the matter to the Executive Vice President for review.
- The student will be advised of the decision and resulting action to be taken within ten school days.

Complaint Procedures

NEW YORK STATE EDUCATION DEPARTMENT

If you are or were a student at a Licensed Private School in the State of New York and you believe that the School or anyone representing the School has acted unlawfully, you have the right to file a complaint with the New York State Education Department. Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attn: Bureau of Proprietary School Supervision
212-643-4760

A copy of the NYSED Complaint Form is available at the school and may be obtained online here:
http://www.acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf
Cancellation, Withdrawal & Refund Policies

Read and understand the School’s policy regarding tuition refunds and cancellations on these pages before you sign an enrollment agreement. If you do not understand, it or are confused by the School’s explanation, get assistance before you sign. You may ask for help from the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, NY 10001, 212-643-4760.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

**Quarter Refund Policy**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Schedule</th>
<th>Number of Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian Culinary Experience</td>
<td>Monday-Friday: (See Course Description)</td>
<td>1</td>
</tr>
<tr>
<td>Restaurant Management</td>
<td>Wednesday &amp; Friday: 6:00p-9:00p</td>
<td>2</td>
</tr>
<tr>
<td>Restaurant Management</td>
<td>Saturday: 9:00a-4:00p</td>
<td>2</td>
</tr>
<tr>
<td>Spanish Culinary Arts</td>
<td>Monday-Friday: 9:00a-3:00p</td>
<td>1</td>
</tr>
</tbody>
</table>

A student who cancels within seven days of signing the enrollment agreement receives all moneys paid with the exception of the non-refundable Application Fee. Due to their personal nature, uniforms are not returnable.

Thereafter, the student will be liable for:

a. The non-refundable Application Fee, plus
b. The cost of insurance fee and materials accepted and not returned in unused condition within 20 days after the student withdrawal from the school, plus
c. Tuition liability as of the student’s last day of physical attendance. Tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarter completed.

**If termination occurs during the First Quarter:**

Prior to or during the First Week, School may keep... 0%
During the Second Week, School may keep... 25%
During the Third Week, School may keep... 50%
During the Fourth Week, School may keep... 75%
After the Fourth Week, School may keep... 100%

**Subsequent Quarters:**

During the First Week, School may keep... 25%
During the Second Week, School may keep... 50%
During the Third Week, School may keep... 75%
After the Third Week, School may keep... 100%

d. If the School rejects this agreement, all payments made under this agreement shall be refunded in full except the application fee and the cost of materials accepted and not returned in unused condition within 20 days of rejection.
e. In case of injury, prolonged illness or other circumstances beyond the student’s control which render it impracticable for the student to continue in school, the School will, within 30 days after notice of the circumstances, propose and will thereafter make a settlement of the student’s obligation to the School that is fair and reasonable to the student and the School.
f. The student refund may be more than stated above if an applicable accrediting agency policy results in a greater refund.
g. Amounts paid in excess of the charges as determined above will be refunded within 45 days of the date on which the student gives the School written notice of withdrawal or if the student does not give written notice, within 45 days of the date that the School determines that the student has withdrawn. Information regarding any applicable third party funding agency refund or return of funds Policies (e.g., Veteran’s Administration, WIA, etc.) may be obtained from the Financial Aid office. Information regarding return of Title IV funds is set forth in this catalog.
Financial Aid

We recognize that each student has different needs. For this reason, we urge the student to discuss individual financial needs with a financial aid advisor who can explain the various financial aid programs available to those who qualify, and, working together with the student, help design a financial aid portfolio to meet specific needs.

Alternative Loan Programs

SMART OPTIONS LOAN
The Smart Option Student Loan offers a choice of two great repayment options — both designed to save you money and help you graduate with less loan debt. Two repayment options: (1) The Fixed Repayment Option to save on interest with low in-school fixed payments of just $25. Or (2) The Interest Repayment Option to save even more. The Career Training Smart Option Student Loan can fund up to 100% of your total cost of attendance providing you are still in need of funds after maximizing grants, scholarships and federal loans.

NEW JERSEY CLASS LOAN
The New Jersey Class loan offers one of the most affordable and flexible student loan programs in the nation. It allows students to finance the cost of attendance, and can be used in conjunction with other Financial Aid that is awarded to the student.

• Offers a fixed rate ranging from 6.15% – 8.05%
• Parents are eligible to borrow in combination with PLUS loans
• Lower interest expense over the life of the loan
• Immediate tax deduction for student loan interest payments
• Applicable to New Jersey residents only
• Repayment options include:
  o Principal and interest
  o Interest only
  o Full deferment until out of school
• Repayment terms ranging from 10-20 years
  Loan administration fee 3.0%, deducted at time of disbursement

NJCLASS reduces the interest rate for the first 48 monthly payments of principal and interest. This reduction assists borrowers in repaying more principal during these early months when the loan balance is highest. The result is a lower overall cost to the borrower. In the 13th or 49th month of principal and interest repayment, your interest rate increases by 0.75% and stays at that rate for the remainder of the loan.

Contact Information
The Financial Aid department is always available to assist students and is always looking forward to hearing from them. Should you have any questions or concerns regarding Financial Aid, please contact the following:

Bernice Kinsey  Janice Ridgeway  Lauren Fowler
Financial Aid Advisor  Financial Aid Advisor  Financial Aid Advisor
E: Bkinsey@intlculturcenter.com  E: Jridgeway@intlculturcenter.com  E: Lfowler@intlculturcenter.com
All prospective and enrolled students in a non-degree granting proprietary school are required to receive this information, which provides an overview of students’ rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the School.

Trade schools that are licensed by the New York State Education Department and business schools that are registered by this Department are required to meet very specific standards under the Education Law and Commissioner’s Regulations.

These standards are designed to help ensure the educational appropriateness of the programs that schools offer. The New York State Education Department’s Bureau of Proprietary School Supervision closely monitors and regulates all non-degree-granting proprietary schools. Schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the Schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected. The New York State Education Department’s Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all schools to help ensure that a quality educational program is provided to you.

Who can file a complaint?
If you are or were a student or an employee of a licensed private or registered business school in the state of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?
You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreements, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?
You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school’s internal grievance procedure or discuss your problems with teachers, department heads, or the School director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department.

If you do file a complaint with the department, please advise the department of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:
1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is The Tuition Reimbursement Fund?
The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the School with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?
All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school’s policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school’s explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about “private school agents?”
Private school agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an agent identification card and must be a salaried employee of the school. School agents who cannot show an agent identification card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student’s enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about “grants and guaranteed student loans?”
A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program [TAP] grants or Pell grants provided by the federal government). Guaranteed student loans are low-interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours—the school cannot require that you apply for a loan. If you pay school tuition with money loaned to you from a lender then you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. The school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.
Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
Tel: 212-643-4760
Scholarship Information

THE ITALIAN CULINARY EXPERIENCE SCHOLARSHIPS
Eligibility/Criteria: The criteria for our $5,000 scholarships are: (1) An essay explaining why you want to participate in The Italian Culinary Experience and (2) A completed application for admission. Your essay should be emailed to the financial aid office at: financialaid@italianculinaryacademy.com

For more information, contact The International Culinary Center Financial Aid Office, 462 Broadway, 4th Floor, New York, NY 10013
Getting to the School

GETTING TO THE SCHOOL
The School is conveniently located at 462 Broadway, at the corner of Broadway and Grand Street—in the heart of several great Manhattan neighborhoods. Such diverse areas as SoHo, Chinatown, and Little Italy surround the School.

SUBWAY
- Take 1 train to Canal Street—Walk six blocks east to Broadway and turn left. The School is two blocks north at 462 Broadway (at Grand St).
- Take 6 train to Spring Street—Walk two blocks west. Turn left onto Broadway; walk two blocks south to 462 Broadway (at Grand Street) for the School.
- Take 6 train to Canal Street—Walk one block west to Broadway and turn right. The School is two blocks north at 462 Broadway (at Grand St).
- Take B/D/F trains to Broadway-Lafayette—Walk four blocks south on Broadway to 462 Broadway (at Grand Street) for the School.
- Take A/C/E trains to Canal Street—Walk five blocks east on Canal to Broadway and turn left. The School is two blocks north at 462 Broadway (at Grand St).
- Take N/R/Q/J/Z trains to Canal Street—Walk north on Broadway two blocks to 462 Broadway (at Grand Street) for the School. Note: This subway station has exits on Broadway, Lafayette Street, and Centre Street. Lafayette and Centre Streets are east of Broadway.

NEW YORK CITY BUS
New York City Transit Authority operates an extensive line of buses. The M5 bus stops across the street from the School at the corner of Broadway and Grand Street.

FERRY
The Staten Island Ferry transports people to Manhattan from Staten Island. From the ferry, take the 1 train or the R train north to Canal Street.

TRAIN
There are four major train systems that service Manhattan. The LIRR (Long Island Railroad), NJ Transit, and Amtrak all operate out of Penn Station. Metro-North (upstate New York and Connecticut) operates out of Grand Central Terminal.

OUT-OF-TOWN BUS
Port Authority is the main bus terminal in New York City, but other carriers including Megabus, Bolt Bus, and the various Chinatown buses have stops around the city, some within walking distance of the School.

FROM AIRPORTS
New York City is served by three major airports: Kennedy International Airport in Queens, Newark International Airport in New Jersey, and LaGuardia Airport in Queens.

BY CAR
- From Long Island—Take the Long Island Expressway, which becomes I-495W. I-495W becomes the Queens Midtown Tunnel. Go through the tunnel. Turn left onto 34th Street then right (downtown) on Second Avenue. Drive south to East Houston Street. Turn right onto East Houston; continue for six blocks, then take a left onto Broadway. Travel four blocks south to Grand Street.
- From Connecticut—Take I-95 South to the Bruckner Expressway. Take the I-278 West exit towards Triboro Bridge/ FDR Drive/Grand Central Parkway. Merge onto I-278 West. Take the exit towards Manhattan/Randall Ward’s Island/ Downing Stadium. Merge onto the Triboro Bridge (stay to the right). Take FDR Drive south. Take the East Houston Street exit. Turn right onto East Houston; drive for 1.5 miles, then take a left onto Broadway. Travel four blocks south to Grand Street.
- From New Jersey—Take the Holland Tunnel into Manhattan. Turn slightly right onto Laight Street. Turn right onto Canal Street. From Canal, make a left onto Centre Street. Continue a few blocks and then turn left onto Broome Street. Continue to Broadway and make a left. Follow Broadway for one block and L’Ecole and The International Culinary Center will be on your left hand side at 462 Broadway (at Grand St).

Getting to the School
## Enrollment Completion Rate & Placement

<table>
<thead>
<tr>
<th>ITALIAN CULINARY EXPERIENCE</th>
<th>July through June</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
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### A. Program Enrollment
- **Full-time**: 0, 104, 115
- **Part-time**: 66, 0, 0
- **Total**: 66, 104, 115

### B. Program Completion Rate
- **Enrolled**: 66, 104, 115
- **Graduates**: 27, 62, 74
- **Non-completers**: 4, 6, 2
- **Continuing students**: 35, 36, 39

### C. Placement of Program Completers
- **Number of graduates**: 27, 62, 74
- **Number of graduates who are**:
  1. **Employed - related field**: 0, 39, 56
  2. **Employed - slightly related field**: 0, 0, 0
  3. **Employed - unrelated field**: 0, 5, 2
  4. **In military**: 0, 0, 0
  5. **Seeking employment**: 0, 0, 0
  6. **Pursuing additional education**: 0, 0, 0
  7. **Unavailable for employment**: 0, 0, 1
  8. **Status unknown**: 27, 18, 15
THIRD FLOOR — 462 BROADWAY

FOURTH FLOOR — 462 BROADWAY
2013 Catalog Addendum for
Italian Culinary Experience, Spanish Culinary
Arts, & Restaurant Management