



8024 La Mesa Blvd., La Mesa, CA 91942
T: 619.644.2100 ~ F: 619.644.2106
www.sdci-inc.com

CATALOG

July 1, 2017 - June 30, 2018

Amended May 1, 2017

Offering

Advanced Professional Diploma in Cuisine
Advanced Professional Diploma in Pastry

VIB; APPROVED FOR THE TRAINING OF VETERANS AND ELIGIBLE PERSONS UNDER TITLE 38

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About San Diego Culinary Institute

We at San Diego Culinary Institute (SDCI) have chosen a unique approach to education. You will find this approach defined in the following Mission Statement and present in everything we do, in every member of our staff, and in the way we approach culinary education.

First, in order to best serve our students' future careers, we focus our attention on meeting the needs of their future employers.

By serving first the employer over our students, we better prepare the men and women that train with us for the rigors they will face in their careers, and we ensure that graduates of our programs enter the workforce both well-qualified for their profession and prepared to establish and follow the course of a long and successful career in the culinary arts.

Second, we acknowledge that San Diego Culinary Institute is not for everyone. Only the student willing to accept the challenges inherent in a rigorous program of education and willing to meet the highest standards of conduct, professionalism, and performance can thrive in our institution. The successful SDCI student understands how to form a partnership in education with the instructor.

MISSION STATEMENT

We at San Diego Culinary Institute have made it our mission to prepare future Chefs with the skills and knowledge they need to:

- a) Begin their careers in the leading restaurants in San Diego, the United States, and the world.
- b) Become Head Chefs in the next generation of top restaurants, and ultimately,
- c) Take their place among those Chefs who shape the future trends in the culinary arts.

To that end, we hold ourselves to the highest standards of professional conduct and dedicate ourselves to continuously invest in our own personal growth and the growth of our professional skills.

HISTORY AND OWNERSHIP

- San Diego Culinary Institute Inc. was founded in August 2000 by Harold and Lili Meyberg. It is a family-owned for-profit corporation. Since Harold Meyberg's death in 2004, the owners and governing Board Members are Lili Meyberg, CEO/Secretary, and her son, David Badagliacca, President/CFO.
- San Diego Culinary Institute opened its doors with a single Chef Instructor, offering only the 352-hour Culinary Arts Certificate Program.
- In 2002, SDCI added the Pastry Program.
- In 2003, David Badagliacca joined our staff, becoming President in 2004.
- In 2004, we opened our new classroom annex, doubling our classroom space and creating the dedicated Pastry classroom space.
- In 2006, we introduced the *Commis Methodtm* of culinary instruction. Since that time, we have doubled our classroom space. Over 1000 students have graduated from our various programs, and have gone on to admirable successes, many as Chefs and Executive Chefs in well regarded hotels, resorts, and restaurants all over the world.
- Since August 2008, SDCI has been institutionally accredited by the Accrediting Council for Continuing Education & Training (ACCET).

ABOUT ACCREDITATION AND ACCET

As stated on the ACCET web site:

“The Accrediting Council for Continuing Education & Training (ACCET) is a voluntary group of educational organizations affiliated for the purpose of improving continuing education and training. Through its support of an independent Accrediting Commission, the ACCET membership promulgates and sustains the Standards for Accreditation along with policies and procedures that measure and ensure educational standards of quality. ACCET is recognized for this purpose by the U.S. Secretary of Education and, accordingly, is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution and program(s) offered, and to encourage continual improvement thereof. Accreditation is the process by which the ACCET Accrediting Commission grants public recognition to an educational institution which has voluntarily submitted to an evaluative comparison with established qualifications and standards, both upon initial application and periodically thereafter. ACCET's function is focused upon educational quality, the continuous assessment and improvement of educational practices, and assistance to member institutions in the improvement of these practices within their programs.

The four major components of this on-going process are:

- 1) The development and implementation of institutional and program goals and objectives that focus upon a continuing education mission
- 2) A comprehensive, analytic self-evaluation review and report by the institution
- 3) An on-site professional peer review to evaluate the adequacy and accuracy of the self-evaluation
- 4) An independent review and decision by the Accrediting Commission as an assessment the institution's commitment to and compliance with ACCET standards, policies and procedures.”

For more information on ACCET, its history, mission, and policies and procedures, please visit:
www.accet.org

General Information

This catalog contains the latest information concerning San Diego Culinary Institute programs at the time of publication. This catalog specifically applies from July 1, 2016 through June 30, 2017.

Although no major changes are anticipated, the school reserves the right to withdraw, modify or add to the courses and programs it offers at any time. All course offerings are subject to enrollment requirements. Information regarding faculty, tuition, and academic calendars are published in this catalog or updated and provided as an addendum to the catalog.

DISCLOSURE STATEMENTS

San Diego Culinary Institute (SDCI) is located at: 8024 La Mesa Blvd., La Mesa, California, 91942. All classes, other than externships and occasional field trips, meet at this location.

Externships will be held at a private restaurant, hotel, resort, catering company, or other commercial kitchen approved by SDCI and mutually acceptable to the student. For more information on the Externship processes and procedures, please consult those sections of this catalog referring to Externship. Questions may also be

referred to the school Program Director.

For further information on the programs offered by SDCI, please consult those sections of this catalog under “Program Information.”

SDCI is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the institution and its operation comply with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.bppe.ca.gov.

SDCI is accredited by the Accrediting Council for Continuing Education & Training (ACCET). For more information on accreditation, see “About Accreditation and ACCET” in this catalog.

SDCI does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Policy and Program Changes

San Diego Culinary Institute reserves the right to make changes in organizational structure, policies and procedures, equipment, materials, and school calendar as circumstances dictate. The school may, from time to time, make minor modifications in curriculum, as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school’s catalog and its supplements.

APPROVED PROGRAMS

San Diego Culinary Institute is approved to offer the following programs and classes:

- Advanced Professional Diploma in Cuisine
- Advanced Professional Diploma in Pastry

LOCATION AND FACILITIES

The physical facilities of San Diego Culinary Institute located in the La Mesa Springs Shopping Center, La Mesa, California encompass approximately 9,500 square feet, four complete kitchen classrooms accommodating up to 16 diploma students in each, and two central kitchens that provide additional equipment, such as convection ovens, a rotating rack oven, gas-fired stove tops, and other cooking equipment.

The school was specifically designed as a culinary school. In the kitchen classrooms, each student cooking station features an induction cooking unit, professional mixers, food processors as well as all types of equipment used in professional kitchens. Three classrooms are specifically designed for general cuisine classes and one for baking and pastry. There is a resource center/lecture classroom that houses a growing library of reference materials, including: books and magazines. As many as 40 students can attend lecture classes in this room.

The SDCI facility can accommodate 104 students working simultaneously in 4 kitchen classrooms and one lecture room. It is important to underscore that our classrooms provide each student with his/her own cooking surface. There is no waiting for a turn to use a stove, maximizing the student's hands on experience.

Instructional delivery takes place on the SDCI campus except for Externship and any field trips.

San Diego Culinary Institute maintains a wide variety of trade publications and reference texts, in addition culinary arts books on both savory and sweet cooking from around the world. These books are available for the student's reference and use and are located in the Institute's library. The library is accessible to all students during normal hours of operation. The Institute also provides 2 computers and a printer for the student's use in the library. Wireless internet access is also available to all students and staff. Supplemental instructional information which supports the learning objectives in the primary text books is included as a bundled CD Rom and additional proprietary educational supplements and reference material are given to each student in a CD in the early stages of the programs.

VACCINATION POLICY

SDCI does not have a vaccination policy.

DIVERSITY

San Diego Culinary Institute recognizes and appreciates the diversity of our staff and our students. Because of the nature of our society, the school recognizes that it might at times have to allow exceptions to its rules and regulations out of respect for our individual differences.

EQUAL OPPORTUNITY

San Diego Culinary Institute is committed to providing equal opportunities in its activities and in its educational programs. Therefore, no San Diego Culinary Institute student or employee, nor any applicant for enrollment or for employment, shall be unlawfully subjected to discrimination on the basis of sex, race, ethnic group, religion, age, color, sexual orientation, marital status, or physical or mental disability.

San Diego Culinary Institute's policies and procedures strengthen and guarantee equal opportunity. Specifically, San Diego Culinary Institute does the following:

- Systematically reviews its policies to preclude the possibility of discrimination because of race, color, sex, age, ethnic origin, religion, national origin, marital status or other non-merit factors.
- Makes every effort to provide leadership for the communities it serves, protect human rights, and assure equal opportunity.
- Maintains the policy that every course, course section and class, wherever offered, shall be open to enrollment and participation by any person who has been admitted to San Diego Culinary Institute and who meets the established prerequisites.

TITLE IX NOTICE OF NONDISCRIMINATION

San Diego Culinary Institute is compliant with Title IX policies and does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination includes both sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to the San Diego Culinary Institute Title IX Coordinator or to the Office of Civil Rights.

Sexual harassment includes unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

The Title IX Coordinator for San Diego Culinary Institute is:

Lupe Witcomb, Controller
 8024 La Mesa Blvd. La Mesa, CA 91942
 T: 619-644-2100

NOTICE OF AVAILABILITY OF CONSUMER INFORMATION

The following consumer information is available on the SDCI website at:

www.sandiegoculinary.edu/consumerinfo.html:

- Link to the College Navigator website
- Textbook Information
- Student Body Diversity Information
- Copyright Infringement Policy
- Retention Rate (IPEDS)
- Completion Rate (IPEDS)
- Disaggregated Completion Rate Data (IPEDS)
- Placement in Employment Information
- Job Placement Rates (CA and ACCET)
- Sexual Harassment/Title IX policy
-

The following information is available on the Financial Aid page of the SDCI website:

- Net Price Calculator
- Student Loan Code of Conduct
- Cost of Attendance Information
- Preferred Private Lender Arrangements

The following information is available in hard copy at the SDCI campus and will be provided to all new students at the student Orientation on the first day of school:

- Security Policy
- CrimeLog
- Drug and Alcohol Abuse Policy

Students or applicants who wish to have a printed copy of this information should contact the Director of Financial Aid at 619-644-2100. SDCI will provide a paper copy of this information upon request.

STUDENTS WITH SPECIAL NEEDS

SDCI stands ready to make reasonable accommodation for all qualified students with special needs. Planning for such needs can sometimes take time, so we recommend that you make an appointment to discuss your specific needs with the Program Director as early as possible in your decision process about applying at our school.

If you have any sort of a disability, which might include any learning disabilities; any limitations to your eyesight, hearing, or other senses; limitations to your motor skills; if you suffer from any sort of a food allergy or other physical or mental disability requiring special accommodation, **you must make note of such condition on your application** to San Diego Culinary Institute and inform the Program Director as early in the admissions process as possible in order to maximize the time available to explore any accommodations you may require.

ENGLISH PROFICIENCY

San Diego Culinary Institute does not provide English-as-a-Second-Language instruction. Students are required to speak, comprehend, read, and write English. All courses are taught in English and all textbooks and teaching materials are only available in the English language.

VISA SERVICES

International students should consult the International Student Handbook for guidance about services. It is the student's responsibility to maintain his /her immigration status. SDCI provides limited assistance to students seeking an M-1 visa to student at this institution. SDCI will confirm the student's acceptance status to SDCI as a basis for his/her visa application.

CLOCK HOUR DEFINITION

For Financial Aid and other purposes, San Diego Culinary Institute defines itself as "clock hour" school rather than defining its instruction by quarter or semester hours. Each clock hour of training at SDCI is 60 minutes of classroom or lab instruction or 60 minutes of Externship training.

HOUSING ASSISTANCE

San Diego Culinary Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for La Mesa, CA, rental properties start at approximately \$750 per month.

Although the school is not responsible for assisting students in finding housing, the Student Services Department and Admissions Department staff will address issues of housing and transportation on an informal basis. The student is responsible for the signing of his/her lease, payment of all deposits, monthly

lease payments and utilities, if required.

SCHOOL HOLIDAYS

San Diego Culinary Institute observes and is closed on the following holidays and breaks:

- New Year's Day
- Martin Luther King' Day
- Presidents' Day
- Memorial Day
- Independence Day (1 day)
- Labor Day
- Thanksgiving (2 days)
- Christmas Break (the school is closed the week between Christmas Day and New Year's Day)

HOURS OF OPERATION

SDCI Office Hours:

Mon-Fri 8:00 a.m. to 5:00 p.m.

The facilities are open for classes:

Mon-Fri 7:00 a.m. to 5:00 p.m.

CLASS SIZE

San Diego Culinary Institute limits the size of lab classes to 16 students. While no kitchen lab course will exceed 16 students, lecture classes may include as many as 40 students

MAXIMUM STUDENT/TEACHER RATIO

Practical Lab Classes	16:1
Theory Lecture Classes	40:1

DRESS CODE

The professional chef's uniform stems from a long, proud tradition. San Diego Culinary Institute is dedicated to upholding these traditions as well as promoting work ethics and professionalism in both attitude and appearance in the kitchen.

SDCI supplies all students of the Cuisine and Pastry programs with a uniform. Students must wear this uniform at all times while in the kitchen/classroom and must at all times follow the grooming policy while on campus as well as while representing the school off campus, such as at volunteer events or competitions. While in lecture classes or on school-sponsored field trips, we expect you to appear in business-appropriate attire.

The Admissions Advisor will review the Uniform and Grooming policies with the student carefully during the admissions process. During Orientation, the student will be provided a written copy of the policy in effect at that time.

In addition, while applying for admission to San Diego Culinary Institute, we expect all applicants to appear on campus in appropriate, business-like attire. We expect applicants to treat each visit to the campus as a job

interview, and to appear dressed in a professional manner. If an applicant does not meet the dress code standard, he/she will be sent home and asked to return at another time. Inappropriate attire in the application process could be a reason for denying your application for admission to our school.

VOLUNTEERWORK

SDCI participates in many community activities that provide students an opportunity to learn. Students are required to participate in such programs. The participation in these activities is not intended to produce hardship but to develop a student's skills. In the past, such programs have enabled our students to work with renowned chefs such as Jacques Pepin, Emeril Lagasse, Martin Yan, and Wolfgang Puck, as well as on Food Network productions.

ADMINISTRATION

CEO	Lili Meyberg
President	David Badagliacca
Program Director/Senior Executive Chef	Larry Lewis
Financial Aid Director	Jaycee Bagtas
Controller	Lupe Witcomb
Student Services Administrator	Joanna Gomez
Admissions Advisor	Julia Saxen

INSTITUTIONAL AFFILIATIONS

SDCI is a member in good standing of the following professional organizations:

- Better Business Bureau
- San Diego Convention & Visitors Bureau
- Greater San Diego Chamber of Commerce
- International Association of Culinary Professionals (IACP)
- Food and Beverage Association of San Diego
- California Restaurant Association
- Association for Hotel and Motel Management
- American Culinary Federation
- National Restaurant Association

San Diego Culinary Institute also has relationships with restaurants, hotels, resorts and country clubs in San Diego, throughout the US and overseas.

Policies and Procedures

ADMISSIONS POLICIES AND PROCEDURES

In order to ensure that San Diego Culinary Institute continues to meet and maintain its rich tradition of educating future chefs in the fine art of food preparation, every student we admit into any of our programs must meet the high standards of excellence we have established for enrollment. Therefore, all prospective SDCI students must meet the following requirements:

All applicants must be a minimum of 16 years of age

Proof of high school graduation or other equivalent: high school diploma/GED or other equivalent.

Campus Tour and Interview with Admissions Advisor

Prospective students must tour the facility and have a personal interview with a school representative.

Enrollment Application and Application Fee

Enrollment applications are available during your appointment. The application fee is \$75 (\$10 for Military) and is non-refundable. The application fee covers the cost of processing your application, examination, student loan documents (if applicable) and all of the administrative costs associated with enrollment.

Class Sit-in

Prospective students must “sit in” on a lab class, interact with our Chef Instructors, students, and staff, and better acquaint themselves with the school. Please make an appointment.

Submission of Required Documentation

- Proof of high school graduation or other equivalent: high school diploma/GED or other equivalent
- School transcripts. If you graduated from college, you must provide a transcript of all credits earned towards your degree; if you did not graduate from college, you must provide high school transcripts from the high school that conferred your diploma to you, plus transcripts from any other post-secondary school from which you may have earned a diploma or certificate for any program of more than 350 hours in length.
- Letters of recommendation from two (2) people not related to you by blood or marriage that can attest to your professionalism, your work and/or study habits, and your personal integrity.
- Current resume
- Copy of DD-214 Member 4 (GI Bill students only)
- Copy of Certificate of Eligibility (GI Bill students only)
- College transcripts, if applicable (GI Bill students only)
- Documentation that verifies age of applicant to be at least 16 years of age (If not already demonstrated in the items listed above)

Please consult the enrollment materials and your Admissions Advisor for a more detailed description of the documents required for admission to SDCI.

SDCI does not accept ability-to- benefit students.

Entrance Examination

All students must pass a Wonderlic verbal and quantitative exam with a score of 200 or better for verbal and 210 or better for quantitative.

English Language Proficiency

International students must demonstrate proficiency in English as a condition of admission to SDCI. If you are coming from a non-English speaking country, you must take the TOEFL and meet the following scores, depending on how you test: 79 for Internet-based testing; 213 for computer-based testing, and 550 for paper-based testing.

SDCI does not provide ESL or other English language services.

Chef’s Interview

Prospective students must meet with the Program Director/Senior Executive Chef to discuss the student’s

goals, motivation, expectations and aspirations in the culinary profession. This interview provides the prospective student the opportunity to ask specific questions regarding the Program and the profession as a whole.

This interview also affords the SDCI staff an opportunity to evaluate each prospective student's commitment to the SDCI program of training as well as to the culinary industry as a whole.

SDCI accepts only those students who successfully demonstrate their ability to perform and their passion and their commitment — both to the academic demands of the Program, and to the industry as a whole.

Statement of Purpose

The Statement of Purpose is a one-page essay wherein the prospective student describes those factors that led him or her to apply for admission to SDCI's program of study.

Tuition Payment Arrangements

Your Admissions Advisor will introduce you to a Financial Aid Officer, who will work closely with you to work out your financial arrangements for tuition. We have student loan programs available, including federal financial aid (for those who qualify), VA programs for military veterans and their dependents, as well as private loan and grant options. In addition, SDCI offers convenient, interest-free installment plans.

TRANSFER OF CREDIT POLICY

San Diego Culinary Institute diploma programs are based on specific standards of technical performance, palate development, classic methodology and food chemistry. Therefore, courses taken at other culinary schools may not be transferable. Likewise, courses taken at SDCI may not be transferable to other institutions. SDCI does not maintain any transfer or articulation agreements between the institution and any other college or university.

San Diego Culinary Institute does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

If a current or prospective student feels that coursework he/she has taken at another culinary institute should be considered as applicable to the coursework at San Diego Culinary Institute and wishes to petition for transferability of credits, the individual requesting the review must submit a statement explaining why the coursework is applicable and the reason it should be considered. There are no fees assessed for testing, evaluation, or granting transfer of credit.

The applicant must also document that the coursework was taken at an accredited culinary institute and submit an official transcript showing the course title, percent of course completed, numeric and letter grade for the course.

The applicant must have earned an "A" or 4.0 in the course to be considered for transfer.

The applicant must have demonstrated perfect attendance in the course to be considered for transfer. A school catalog must be submitted from the institute where the course was taken.

Coursework completed more than five (5) years ago will not be considered under this policy.

A course syllabus must be submitted.

A complete description of the course must be provided to include:

- Contact hours for the course
- Lab/lecture hours for the course
- Learning objectives
- Technical skills covered

These requirements and all associated documents must be submitted to the Program Director in a comprehensive proposal packaged for review no less than thirty (30) days prior to the first day of class. If any of the above mentioned requirements are not provided or met, the request for transfer of credits will not be considered. The Program Director will review the submission, evaluate the course and related material, compare it with the Program and standards at San Diego Culinary Institute and discuss his/her findings with the Institute's President. The maximum allowable number of transferable courses to San Diego Culinary Institute is two (2). A decision will be made by both the Institute's President and the Program Director. This decision is final and cannot be appealed.

The decision as to the transferability of credits will be issued to the applicant within 10 business days. If the credits are accepted for transfer, the portion of tuition directly related to the coursework being transferred will be adjusted and deducted from the total cost of the program. Financial aid will be adjusted based on the revised program cost, if applicable.

Veterans applying for entrance to SDCI will have their prior coursework evaluated according to federal requirements. Speak to your Admissions Advisor for further information.

SDCI will maintain a written record of the previous education and training of veterans and eligible persons, the record will clearly indicate that credit has been granted, if appropriate, and the student will be notified accordingly of SDCI's decision as to the transferability of credits.

Transfer of Credits to Another Institution

San Diego Culinary Institute will provide each student prior to enrollment a catalog that contains Program outlines and course descriptions that can be provided to another institution to use for evaluation of credits earned at San Diego Culinary Institute. Upon request in accordance to the Tuition and Fees policy an official transcript and a duplicate catalog may be obtained to provide the institution where the request for transfer credit has been submitted.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at SDCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cuisine or Pastry is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SDCI to determine if your credits or diploma will transfer.

ATTENDANCE SCHEDULES

Full Time Attendance

San Diego Culinary Institute requires the full-time Advanced Professional Diploma in Cuisine students to attend on a three day per week schedule. Classes are held Monday/ Wednesday/ Friday, 8:00 a.m. to 5:00 p.m.

The Advanced Professional Diploma in Pastry Program is only available on a full-time basis. All students enrolled in the Advanced Professional Diploma in Pastry are full-time students and attend classes 5 days/week, 8 hours/day, 40 hours/week, 7:00 a.m. to 4:00 p.m.

The pace of the SDCI programs is intense but allows the student time for homework, skills practice, and a job. This schedule has been very successful for students wanting to get into the job market as quickly as possible.

Part-Time Attendance

Students accepted in the Advanced Professional Diploma in Cuisine may also attend a part-time schedule. For students desiring a part-time program, we offer:

Eight hours per day, 8:00 a.m. to 5:00 p.m., Tuesday and Thursday

Obviously the part-time schedule extends the total time required to complete the Program.

All Cuisine students must attend an 80-hour (class time, plus 9-hours independent study) Entrepreneurship seminar near or at the end of the schedule. This course is normally given over a two week period, for eight hours a day, five days per week, between the hours of 8:00 am and 5:00 pm for all students, regardless of their regular schedule.

Occasionally, due to holiday scheduling or other quirks of the calendar, a class may be scheduled on a day other than those on the regular schedule. When such is the case, you will find that day specified on the Declaration of Study document that every student receives as part of the enrollment process. The Declaration of Study is a part of the enrollment agreement and an addendum to this catalog. It specifies the hours of the Program in which a student has enrolled. A complete schedule with dates and times will be given out during Orientation.

CHANGING SCHEDULES

A student may transfer from his/her original schedule to another in order to accommodate personal needs. There may be fees charged for a change of schedule. The fees may be waived upon approval of the President of San Diego Culinary Institute.

ATTENDANCE / TARDY/ EARLY DEPARTURE POLICY

The first job of any culinary professional is to show up for work. We cannot emphasize how important your reliability is in this regard.

Most food service operations have very little tolerance for absences — even when an employee has a very good reason for that absence. Accordingly, the Attendance/Tardy/Early Departure policy at SDCI is very strict and mirrors the expectations of the world of food service professionals. Attendance in all classes is mandatory. As a rule of thumb, a student should not miss class unless his/her attendance represents a threat to someone's life or well-being. The student should always notify the school in advance of any expected absence. This policy is strictly enforced.

Excused vs. Unexcused Absences

At SDCI, we do not normally evaluate our students' motivation for absences. Whether a student misses class for a good reason or a poor reason, the effect is the same. He or she missed classroom hours that we consider critical in our students' development as culinary professionals. Even if the reason for the absence is very good,

that student's education suffers due to the absence. For this reason, we treat all absences the same, regardless of the reason given. Students must, however, notify the school in advance of any absence. If a student fails to do so, his/her absence is considered a "No call/No show." It will seriously affect the student's grade for the entire course and will likely subject him/her to financial penalties, in addition to the grading penalties.

If a student has failed to attend class for six (6) non-consecutive days/ 12 sessions or three consecutive absences without notifying the school, the student will be withdrawn from the program.

We recognize that everyone faces unusual and unexpected challenges in life from time to time, but students are responsible for timely and complete communications whenever circumstances may keep them out of school, or prevent them from arriving on time.

Attendance Hotline

San Diego Culinary Institute maintains an Attendance Hotline: whenever a student finds that he or she will miss a course day or will for any reason be tardy, that student must call the Attendance Hotline @ **(619) 644-2107** and leave a message concerning the absence or tardiness *prior to the scheduled class start time*. Students may not substitute a conversation with a staff member concerning the absence or tardy. Failure to call the hotline will subject a student to a No Call/No Show for the absence and may result in grading and even financial penalties to the student, as outlined in the catalog under Other Fees.

Tardiness and Early Departure

A student must be at his or her station or seat, tools ready and otherwise prepared for class at the time the class is scheduled to begin in order to be considered "on time."

Attendance and timeliness are indications of professionalism, an attribute that is critical to a student's culinary career. Absences, tardiness and early departures will affect a student's education and for this reason, they will negatively affect the student's daily grade for the course section in question. Whenever a student realizes that he or she may possibly arrive late for class for any reason, that student should immediately call the Attendance Hotline. Failure to do so will be considered a No Call/No Show and a fee will be applied.

Grade Deductions for Tardiness

1 to 10 minutes late: 2 point deduction from the day's professionalism score; 10% deduction from the day's performance score.

11 to 20 minutes late: 4 point deduction from the day's professionalism score; 20% deduction from the day's performance score.

21 to 30 minutes late: 6 point deduction from the day's professionalism score; 30% deduction from the day's performance score.

If a student is more than 30 minutes late: the student will be considered absent for the day for purposes of grading and conformance to the attendance policy,

Grade Deductions for Early Departure

Leaving 1 to 10 minutes prior to class dismissal: 2 point deduction from the day's professionalism score; 10% deduction from the day's performance score.

Leaving 11 to 20 minutes prior to class dismissal: 4 point deduction from the day's professionalism score; 20% deduction from the day's performance score.

Leaving 21 to 30 minutes prior to class dismissal: 6 point deduction from the day's professionalism score; 30% deduction from the day's performance score.

Leaving more than 30 minutes prior to class dismissal: the student will be considered absent for the day for purposes of grading and conformance to the attendance policy,

Grade Deductions for Absences

An absence results in a ZERO score for professionalism for the day and a ZERO score for performance for the day. Students may partially make up for absences by submitting a Make-up Project. Students are permitted to perform up to three Make-up Projects over the course of the Program. See the section below entitled “Course Make-up Policy” for more information on Make-up Projects.

Make-up Projects are PASS/FAIL. A Make-up Project-submitted complete and in a timely manner with an acceptable quality of work will result in restoration of 50% of student’s score for professionalism for the day and a 50% of the score for performance for the day.

Students who miss a day with a No Call/No Show are not eligible to perform a Make-up Project. A student with a No Call/No Show cannot earn more than a “C” (74 points) for the entire course. A student who is earning less than 88 points or a “B+” (before accounting for the No Call/No Show) will fail the course and will be subject to make-up fees to retake the entire course. A student who fails a course will also be subject to being placed on Academic Warning or Probation (see the “Satisfactory Academic Progress” section of this catalog for more information).

Attendance and Satisfactory Progress

A student whose grade has been reduced as a result of failure to meet the requirements of the Attendance Policy shall be subject to being placed on Warning or Probation (see the “Satisfactory Academic Progress” section of this catalog for more information).

Course Make-up Policy

Students who meet the qualifications (see “Make-up Projects” below) may complete a Make-up Project at no charge to make up any of a student’s first three absences. Students may not choose to reschedule classes for any of his or her first three absences. The Make-up Project is the student’s only option for making up an absence for any of his or her first three absences.

A student must be prepared to invest the time necessary to complete the project properly. Normally, he/she will have to invest several hours to complete the project. Please refer to the section “Make-up Projects” below for information on the qualifications to perform a Make-up Project.

Make-up Projects must be completed within 10 business days of the date the Make-up Project has been assigned. Failure to complete the project within this time frame will be graded as if the student had had a No Call/No Show. Students should not request a Make-up Project unless they are prepared to finish it properly and on time.

If a student has missed a Critical Course Day, it is the responsibility of that student to request and schedule a make-up immediately with the Student Services Manager. The student must make up these critical sessions according to the Attendance Policy, as described above. A student may be in danger of violating the school SAP policy or it may not be possible to make up the class day in question within the 150% rule (please see the section of this catalog, “Maximum Time Allowed for Program Completion and Make up”).

Because a student can only take the Final Exam for a course after having completed any and all Critical Course Days for that course, in addition to rescheduling a Critical Course Day, a student must also reschedule the Final Exam for the course. The rescheduling of the Final Exam will be subject to the same fees as the rescheduling of the Critical Course Day. In other words, if the Critical Course Day is not subject to rescheduling fees, the Final Exam will not be either. If the Critical Course Day is subject to fees, the Final Exam will also be subject to fees.

A student may make up one Final Exam for attendance reasons over the course of the Program. A student with an absence that would otherwise require a make-up exam for a second time will be subject to immediate withdrawal from the program.

Because a student is not eligible to earn any higher than a “C” when making up a Final Exam, a student must earn a high passing grade on a Make-up Final in order to pass the course. Please see “Grade Deductions for Absences” above. If a student fails to earn a grade on such a Final Exam make up, he or she may petition the Program Director for permission to retake the Final Exam. Such a petition must be made in writing within five business days of receiving the failing grade on the exam make up. A re-take of a Final Exam will be subject to fees. Each student is permitted no more than one re-take of a Final Exam. If the student fails a re-take of a Final Exam, that student shall be subject to immediate involuntary withdrawal from the program.

There is no charge for a student to make up a maximum of three course days. Any absence over the first three must be rescheduled and will be subject to fees. In the event a student cannot reschedule a class day due to an inability to pay fees or any other reason, the student will be subject to immediate involuntary withdrawal.

Make-up Projects

A student may request a Make-up Project for a missed class under the following circumstances:

- The student must be in good standing — not on probation and current with all financial agreements.
- A student may make up a maximum of three (3) missed days over the course of the entire Program with a Make-up Project. After performing three Make-up Projects, a student must reschedule the class and will be subject to fees.
- A student cannot make up a Critical Course Day. Students will receive a list of Critical Course Days in Orientation. This list shall be an Addendum to this Catalog. Critical Course Days are days that the school considers critical to all students’ education, such as Final Exam days. Students who miss Critical Course Day classes must re-schedule them.
- A student must request a Make-up Project within three business days following his or her return from the absence in question.
- A “No Call/No Show” cannot be made up under any circumstances. A student with a No Call/No Show on a Critical Course Day shall be subject to immediate involuntary withdrawal.

Rescheduling Classes

A student with no more than three absences may reschedule a Critical Course Day at no charge. Absences for classes other than Critical Course Days may be made up with a Make-up Project.

A student is subject to paying Lab Fees for rescheduling his or her fourth, fifth or sixth absence, regardless of whether he or she has made up any of his or her earlier absences. In other words, a student will incur charges based on the number of absences, not based on the number of make-ups performed.

Scheduling of make-ups, whether an 8-hour (daytime) class session, a 4-hour (evening) class session, or rescheduling of an entire course, is subject to space and schedule availability. Rescheduling of required classes within a section will be done by the Student Services Manager and will be based upon class availability and scheduled for the first available class session.

If a student is re-taking a class session(s) or a test that has caused the student’s grade to be an “Incomplete” or fall below “C” or 2.0 (see Satisfactory Academic Progress Policy), the grade the student has earned as a result of the make-up will replace the previous, unacceptable grade in the student’s records and transcript, according to the grading policy and the policy for make-up of courses.

Appealing the Consequences of Absences or Tardy Class Arrivals

Subject to the Institute's policy for appeals, a student may appeal the consequences of absences or tardy class arrivals to the President.

The attendance policy is very strict and deliberately so. In the food service industry it is critical that you show up on time and ready to work. There is very little tolerance in this business for absences or late arrivals to work. We make our school policy very strict to reflect standards in the industry.

At times, however, we recognize that a sincere and dedicated student may face extraordinary circumstances, such as a serious, unexpected health problem, that make it impossible to adhere to the policy. In these circumstances, any aspect of the attendance policy may be appealed to the President.

Any appeal must be made in writing. It must include written evidence justifying all of the days the student was absent. It is not sufficient to merely document the absence that got the student in trouble. If the basis for an appeal is medical, the student must submit written documentation from the physician concerning the nature of the medical issue and explaining why the student was unable to attend school as a result of the medical issue in question. Any evidence from a medical provider must be accompanied by a HIPPA release permitting that medical provider to discuss with the President (or his designee) how the student's medical condition prevented the student from attending school.

In order for a student to win an appeal, all attendance issues must be due to a threat to the health or well-being of the student or an individual that relies on the student for his or her health or well-being. It is unlikely that the President will grant an appeal for other reasons.

The President of SDCI will review all appeals. The President's ruling on all appeals will be final. The President will evaluate each appeal within 5 business days of the date it was submitted and will provide a ruling within 2 business days after.

MAXIMUM TIME ALLOWED FOR PROGRAM COMPLETION AND MAKE-UP

Students of the Advanced Professional Diploma in Cuisine or Pastry Programs must complete their programs within a maximum time frame as per national standards.

For this reason, those students with coursework to make up must do so within one and a half times (150%) the scheduled calendar length of the program. The maximum time frames are defined below:

Advanced Professional Diploma in Cuisine Full-time: 51 weeks maximum / 1,350 hours Part-time: 69 weeks maximum/1,350hours

Advanced Professional Diploma in Pastry
Full-time: 51 weeks Maximum / 1,785 hours

During the time of enrollment, information on all students' qualitative and quantitative academic progress is available through the Student Services Manager at the San Diego Culinary Institute location.

A student unable to make up course work within the 150% standard may be required to re-enroll and complete the Program from the beginning.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All San Diego Culinary Institute students must meet two (2) Standards of Academic Progress (SAP), Qualitative and Quantitative:

(VA students refer to Addendum for additional information)

Definition of Terms

For clarity, the term “Program” describes a sequence of courses leading to a diploma or certificate at San Diego Culinary Institute, such as the Advanced Professional Diploma in Cuisine or the Advanced Professional Diploma in Pastry.

The term “course” describes one of the individual course sections that, taken together, comprise the Program, such as “Cuisine I” or “Cakes, Pies, and Tarts”.

Qualitative Measure

San Diego Culinary Institute maintains a Pass to Progress policy: in general, a student must successfully pass each course in the Program to progress to the next course in the sequence.

Students must earn a letter grade of at least a “C” in each course section and maintain a 2.0 GPA among all courses. A student who fails to meet these required minimum grades must retake the course in which he or she earned below a “C” and will immediately be placed on Academic Warning Status. A student who must retake a course for this reason will be subject to the fees as described in this catalog.

A student on Academic Warning Status must satisfactorily retake the make-up classes within 30 days and must earn a grade of “C” or better (and raise his or her GPA above 2.0). A student on his or her first Academic Warning Status is eligible to continue to receive financial aid, provided he or she continues to meet all other SAP requirements and must successfully satisfy all the terms of Academic Warning Status within the required time limit.

Should a student on Academic Warning Status fail to successfully meet the terms of Academic Warning Status as described in this catalog (see the section entitled “Academic Warning Status” below), he or she may go on Probation Status. A student on Probation Status will not be eligible for financial aid.

Should a student on Probation Status fail to successfully meet the terms of Probation Status, his or her enrollment at SDCI will be involuntarily terminated for failure to meet minimum academic standards.

Once the Program Director notifies a student that he or she has been placed on Probation Status, he or she must immediately report to the Student Services Manager to reschedule the course in question. Rescheduling is made on a space available basis and is subject to the fees found in this catalog. The course must be made up prior to graduation in accordance with the Institute’s make-up policy or graduation will be postponed.

In the case of the Safety/Sanitation and HAACP course, the rules governing Satisfactory Academic Progress are slightly different: because SDCI does not score the exam each student must take and pass to successfully pass this course and we do not immediately receive the scores on these exams, a student who fails to achieve a passing score is not placed on Academic Warning Status; however, a student who fails to achieve a passing score on the exam, as established by the National Restaurant Association (NRA, the organization that designs and scores the exam in question) must retake the Safety/Sanitation course and successfully pass the exam within 30 days of receiving notification of failing to achieve a passing grade in the course. Normally SDCI receives the scores on this exam within about two weeks of submitting the scorecards to the NRA, and SDCI notifies students of their scores shortly thereafter. Students who must retake this exam are subject to an additional fee. Please see the section of this catalog entitled “Other Fees.” A student will not receive a certificate for this course if the required test is not passed successfully.

Exceptions to the 30-day requirement for retaking courses must be individually approved in advance by the Program Director.

Quantitative Measure

In addition to meeting the above-described Qualitative Measures of Satisfactory Academic Progress, every student at SDCI must also meet the minimum Quantitative Measure of Satisfactory Academic Progress.

To successfully pass any given course in the Program, each student must attend at least 75% of the scheduled class hours on a cumulative basis of that course and must then make up any missed hours. Because a student who misses more than 25% of the course sequence cannot possibly master the material in that course to the level expected by either the school or the employers that hire its graduates, must retake that course in its entirety. It is the student's responsibility to arrange to take a make-up class. Students must successfully complete the required course work of the Program in which they are enrolled with a minimum 2.0 GPA and within one and one-half times the length of the Program in calendar time, i.e., number of weeks (exclusive of leaves of absence and withdrawals).

Students who fail to make up missing courses on a timely basis may find themselves in academic jeopardy and not meeting the Standards of Satisfactory Academic Progress.

STUDENTS WITH INCOMPLETE COURSEWORK WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES UNTIL THE COURSE SECTION HAS BEEN MADE UP WITH A PASSING GRADE. (See "Make-up" policy). This restriction includes both the requirement to make up any given course or course day for either Qualitative or Quantitative reasons.

SAP REVIEWS

Students are evaluated for both measures of Satisfactory Academic Progress—qualitative and quantitative—at the scheduled end of each 450 scheduled clock hour period and at the scheduled end of the program. Students must be meeting standards, a 2.0 GPA and a 90% cumulative Program attendance rate, in order to be maintaining Satisfactory Academic Progress.

Students receiving Veterans Administration benefits will be evaluated on a quarterly basis to ensure that they are meeting SAP, to ensure that they maintain eligibility for their benefits, and to ensure that any academic issues are caught and corrected early. SAP reviews for VA students will be conducted at 25% completion of their studies, 50% completion of their studies, 75% completion of their studies, and at 100% completion of their studies.

A student who is not meeting the SAP requirements will be placed on Academic Warning Status for 30 days.

At the conclusion of the Warning period, the student will again be evaluated for SAP status. A student who is not meeting the SAP standards after the Warning period will be placed on Probation Status and becomes ineligible for financial aid. To regain aid eligibility after this point, the student must appeal in accordance with the policy described below.

Appeal of SAP Decisions

A student who loses aid eligibility due to failure to maintain Satisfactory Academic Progress may appeal the status. To do so, the student must submit a written appeal of the loss of financial aid eligibility within five (5) calendar days of receiving the notice of financial aid termination. This appeal should be addressed to the Director of Financial Aid. The appeal must be accompanied by documentation of the situation, event(s), or

circumstances that prevented the student from attaining Satisfactory Academic Progress. Generally, only extraordinary circumstances are considered, such as the severe illness of the student or an immediate family member. The Director of Financial Aid and Program Director will examine all appeals. The student will be sent their written decision within five (5) days of the school's receipt of the appeal. If the appeal is granted, a student previously receiving financial aid will regain financial aid eligibility on a Probation status. The student must regain SAP status after the Probation period or will again lose financial aid eligibility.

The student's appeal must address the following:

- 1) The basis for the appeal—the reason the student failed to meet the SAP standard(s) AND
- 2) Changes that have occurred in the student's situation that will enable him/her to now meet the SAP standards.

Students are generally limited to one appeal during the course of their education at SDCI. A second appeal must be on a basis different from the first appeal, or due to a mitigating circumstance that has substantially changed or worsened. A second appeal may be granted only after an interview with the Program Director.

REVIEW OF SATISFACTORY ACADEMIC PROGRESS

While a student's progress and adherence to the Institute's Satisfactory Academic Progress is monitored and evaluated upon completion of each course, all student grades and attendance will be formally reviewed at the mid-point in the student's education to ensure all students are in compliance with the Institute's Satisfactory Academic Progress Policy. This review will occur once the student has reached the 23-week point and 450 hours for part-time and at the 17-week and 450 hours point for full-time students enrolled in the Advanced Professional Diploma in Cuisine Program and at the 17-week and 595 hours point for students enrolled in the Advanced Professional Diploma in Pastry program.

In the event, it is determined during this review that a student is not in compliance with the Institute's Satisfactory Academic Progress Policy, the student will be advised and placed on Academic Warning in accordance with the Institute's Warning and Probation policy.

WARNING AND PROBATION

A student who fails to meet either the standards of Satisfactory Academic Progress or attendance standards will be subject to the Warning and Probation policy. The Academic Warning period will be in effect for 30 days or until the completion of the following course, whichever is less, at which point the student must make up any coursework as required by the Program Director in the Terms of Academic Warning and must raise his or her GPA above the required 2.0.

If a student fails to meet the terms of his or her Academic Warning within the Warning period, he or she will be placed on Probation Status for an additional 30 days or until the completion of the next class, whichever is less. If the student fails to meet the terms of his or her probation within the Probation period, that student will then be subject to involuntarily withdrawal from the Program.

While on Warning or Probation, a student must demonstrate perfect attendance.

A student may be on Probation only once throughout his/her education at San Diego Culinary Institute. A student on Academic Warning will continue to be eligible to receive financial aid. A student on probation will no longer be eligible to receive financial aid, regardless of the reason for probation (whether for academic or attendance reasons).

GRADING SCALE AND POLICIES

At San Diego Culinary Institute, we use a combination of letter grades and percentages for determining and reporting student grades. Letter grades are then converted to a grade point equivalent for the purpose of calculating a cumulative grade point average (“GPA”) for the entire program.

Students receive a letter grade at the end of each course in the program. These letter grades are based upon a weighted scoring formula of each of the components of the course.

SDCI instructors determine letter grades by calculating a combination of the following components of coursework (as they may be involved in any given course):

- The Daily Grade
- Exams
- Any Projects and/or Presentations, and at times
- Participation and Teamwork

The instructor scores each student’s daily performance in class, which is referred to as the daily grade. Students earn a score on a scale of 1 to 100 in the area of Performance and on a scale of 1 to 10 in Professionalism and Sanitation. The daily grade comprises these three scores:

- Performance – the quality of a student’s work, the ability of the student to follow directions, the student’s ability to comprehend the methodology and theory behind the production / lesson, the student’s preparedness, and the student’s general aptitude for the day’s lesson plan.
- Professionalism – the student’s teamwork skills, the student’s attitude in the lab, the mutual professional respect displayed by the student, the student’s participation in the class and the interest / motivation demonstrated by the student.
- Sanitation – the work habits demonstrated by the student in the lab, the student’s appearance, general grooming (in accordance with Institute policy), proper kitchen attire (in accordance with Institute policy), personal hygiene and sanitary/clean work practices.

In addition to the daily grade, all Lab/Kitchen courses have both practical and written final exams at the end of the course. The daily grades are then combined with the exam scores and weighted in accordance with the following chart:

Area of Assessment	Maximum Achievable Score	% of Final Score
Performance	100	50%
Professionalism	10	10%
Sanitation	10	10%
Final Written Test	100	10%
Final Practical Test	100	<u>20%</u>
		100%

In many courses, instructors will assign daily or weekly projects. The instructor evaluates such projects and grades these projects as either “Complete” or “Incomplete” based upon the quality and completeness of the students’ work on their projects.

Failure to submit these projects on time or of a quality meeting Institute standards will result in a 2-point deduction from the student’s final score in the course, with the letter grade being adjusted accordingly.

A student then earns a final grade for the course in accordance with the following scale:

Grade Point	Letter Grade	Percentage
4.0	A+	97-100
4.0	A	93-96
3.7	A-	90-92
3.3	B+	88-89
3.0	B	85-87
2.7	B-	82-84
2.3	C+	77-81
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.0	D-	60-62
0.0	F	59 and below
0.0	I	Incomplete
0.0	TC	Transfer Credit

Any score lower than a 73 is considered to be a Failing grade for the course.

At San Diego Culinary Institute, we teach a Safety and Sanitation course created by the National Restaurant Association. Grades for that course only are assigned per the NRA's grading scale, as follows:

For use with Safety & Sanitation and HACCP only:		
Grade Point	Letter Grade	Percentage
4.0	A+	100
4.0	A	93-99
3.7	A-	90-92
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.0	D-	60-62
0.0	F	59 and below
0.0	I	Incomplete
0.0	TC	Transfer Credit

*A student must receive 100 percent of the possible points in order to receive an A+ in the course for *Safety & Sanitation* and *HACCP*.

Final grades are posted on the bulletin board upon completion of the course. They are posted by student number, which is assigned to students upon enrollment.

Pass/Fail Grades

Pass/Fail grades are only used for Externship. For purposes of calculating GPA, a grade of Pass in Externship will be considered an "A."

Incomplete grades & course repetitions

If a student is re-taking a class session(s), an "I" = "Incomplete" will be assigned. Incomplete courses are not considered to be completed credits; however they will count toward courses attempted for the maximum time frame calculation for Satisfactory Academic Progress. The grade the student has earned as a result of the re-take will replace the previous, unacceptable grade in the student's records and transcript according to the grading policy and the policy for make-up of courses.

If the incomplete work is not finished within the required time frame, the incomplete grade "I" will revert to a letter grade based on an averaging of the grades achieved on all course work previously completed in the course.

Veteran Students may receive financial aid for course repetitions as long as the repeated coursework does not represent more than one repetition of a previously passed course, or a repetition of a previously passed course due to the student failing other coursework.

Course withdrawals

Students who withdraw or are withdrawn from a course or program prior to completion will receive an "F" = "Fail" for all currently enrolled courses. The grade of "F" will count towards the student's grade point average calculation and will affect the grade point average element of Satisfactory Academic Progress. Course withdrawals will also count toward courses attempted for the maximum time frame calculation for Satisfactory Academic Progress.

Non-credit remedial course work

Non-credit remedial courses have no effect upon the institution's Satisfactory Academic Progress standards as no such courses are offered at San Diego Culinary Institute.

Transfer students

Transfer hours are accepted toward completion of a student's program as both hours attempted and hours completed for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Transfer of credit from other institutions

If a student is granted credit for previous training, the granted courses will not be assigned a letter grade, but will be recorded with a grade of "TC", which will not count towards the student's grade point average calculation and will not affect the grade point average element of Satisfactory Academic Progress.

Readmitted students

Re-enrollment or re-entrance will be approved only after evidence is shown to the school's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same academic progress status as when they left.

MAXIMUM TIMEFRAME

All students are limited to one and one-half times the length of the Program in calendar time, i.e., number of

weeks (exclusive of leaves of absence and withdrawals) to complete the program. SDCI will not accept appeals of the Maximum Timeframe requirement.

Advanced Professional Diploma in Cuisine

<u>Program</u>	<u>Program Length</u>	<u>Maximum Timeframe</u>
M/W/F Day Schedule	34 weeks	51 weeks
Tue/Thu Day Schedule	46 weeks	69 weeks

Advanced Professional Diploma in Pastry

<u>Program</u>	<u>Program Length</u>	<u>Maximum Timeframe</u>
M-F Day Schedule	34 weeks	51 weeks

DISMISSAL POLICIES

TERMINATION OF ENROLLMENT

Attendance at San Diego Culinary Institute requires that students take a mature and responsible attitude toward attendance, homework, completion of projects, and respect for fellow students and faculty. Our purpose is to provide students with a culinary education, not to administer discipline. Therefore, San Diego Culinary Institute reserves the right to dismiss any student whose conduct, attendance or lack of attention is detrimental to the progress of other students.

The following are causes for termination of student enrollment:

- 1) Drug or alcohol abuse.
- 2) Violation of Student Code of Conduct.
- 3) Failure to meet SDCI standards of Satisfactory Academic Progress.

Failure to meet SDCI standards of attendance which include:

- 4) Failing to attend class for six (6) non-consecutive calendar days or three consecutive absences without notifying the school.
- 5) Failure to comply with Leave of Absence Policy.
- 6) Illegal appropriation of school property.
- 7) Any form of dishonesty intended to falsify test or grade results.
- 8) Other causes not stated but that clearly violate SDCI's Student Code of Conduct, including repeated failure to meet the SDCI uniform policy, or failure to meet any other school policy.
- 9) The use of any type of abusive or threatening language or the display of any type of threatening behavior towards another student, an SDCI staff member, an SDCI instructor, or a third party in any way connected with attendance at SDCI.
- 10) Cell phone use, except on breaks, or with special permission from the Program Director. Cell phones must be turned off.
- 11) Possession of firearms or concealed weapons on San Diego Culinary Institute property.
- 12) Failure to pay tuition on time, including payments to SDCI and/or payments due on loans administered by 3rd parties.

Students are expected to meet these policies and standards of behavior whenever they are in the uniform of the San Diego Culinary Institute, whether while attending class or on any other occasion that may require a student's appearance in uniform.

STUDENT CODE OF CONDUCT

San Diego Culinary Institute reserves the right to exclude from classes any student whose conduct is detrimental to his/her progress or to the progress of other students. A student may be permanently dismissed from San Diego Culinary Institute at the discretion of the President or CEO for any serious incident, disruptive behavior, repeated behavior which obstructs or interferes with San Diego Culinary Institute's fulfillment of its educational mission.

COPYRIGHT INFRINGEMENT POLICY

San Diego Culinary Institute students are all required to adhere to the institution's copyright policies, a complete version of which can be found in the enrollment agreement.

Among the educational materials provided to students by SDCI, will be the Program curriculum, which includes all tests, lectures, and teachers' notes ("the Work"). These works are the copyrighted property of San Diego Culinary Institute, Inc. and are entitled to the full protection of the US copyright laws.

SDCI retains sole ownership of these materials and has the exclusive rights to reproduce, prepare derivative works, distribute copies, perform and publicly display these materials as provided by the U.S. Copyright Act, 17 U.S.C. § 106.U.S.D

Students are permitted to use the Work solely in connection with the educational and academic purposes of the Program for the duration of the Program term and may retain for students' sole use those portions of the Work provided to the students prior to and during the Program term following completion of the Program by the students. Students shall not reproduce, distribute, prepare derivative works, perform or display the Work at any time without the express, written authorization of author.

In other words, SDCI students have the right to use the teaching materials that are provided to further their education, but do not have the right to give them to anyone else or to use them for any purpose other than their education. For more information on SDCI's Proprietary Information Policy, please consult our Proprietary Information Agreement, which is provided as a part of the enrollment agreement.

Although file sharing and copyright infringement is not an issue at the San Diego Culinary Institute, it must be known that the penalties for such an offense include civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found on the web at www.copyright.gov or by seeing Title 17, United States Code, Sections 504, 504.

DRUGS, ALCOHOL AND SUBSTANCE ABUSE

San Diego Culinary Institute maintains a policy of zero tolerance to student use of drugs or alcohol before or during class time on or near the school premises. Any student who appears intoxicated or behaves in a manner that indicates intoxication may be dismissed from class for the remainder of the session. A review of the student's conduct and condition leading to his/her dismissal will be made by the Program Director, at which point a determination of the student's future at SDCI will be made. A complete description of SDCI's Drug, Alcohol

and Substance Abuse Policy will be distributed at Orientation.

SDCI has designated the Program Director as a contact person who is available to hear concerns regarding drug and alcohol use, and to offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential. A list of treatment, support services, and descriptions of services will be provided at orientation, but can also be obtained from the Program Director.

STUDENT GRIEVANCE POLICY

San Diego Culinary Institute encourages students to bring all suggestions, complaints or grievances about school-related issues to the school's attention. A student may present a grievance or appeal a decision made by San Diego Culinary Institute through the below complaint and dispute resolution procedures. San Diego Culinary Institute will investigate all complaints or grievances fully within 10 business days.

A "grievance" is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or San Diego Culinary Institute staff.

Grievances may include misapplication of San Diego Culinary Institute policies, rules, regulations and procedures; unfair treatment, such as coercion, reprisal, harassment or intimidation by an instructor or other San Diego Culinary Institute employee; or discrimination because of ethnic group, religion, age, gender, color, sexual orientation, marital status, or physical or mental disability.

Step One

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

Step Two

If the student is dissatisfied with the action taken by the instructor, the student may then ask for an appointment with the Program Director. The Program Director will investigate and review the grievance, discuss it with the President and CEO as well as both parties. A decision will be handed down at a joint meeting with the parties involved within one week. A decision from the President or CEO will be considered final.

Policies Pertaining to Grievances

San Diego Culinary Institute will receive information submitted by a student concerning a grievance in strict confidence. All involved members will discuss a grievance only with individuals directly involved and those involved with processing the grievance.

The President of San Diego Culinary Institute is the Grievance Officer charged with ensuring that these policies and procedures are enforced when investigating complaints.

Decisions on grievances will be neither precedent-setting nor binding upon future grievances, unless they are officially adopted as policy.

APPEAL PROCESS

The student may submit a written appeal of a dismissal or probationary status within five calendar days of receipt of the decision. The appeal should be addressed to the President and must be accompanied by

documentation of the mitigating circumstances surrounding the dismissal or probationary status. Only extraordinary circumstances will be considered.

The President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements or waive the probationary status based upon the documentation submitted. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the President is final.

If you have any complaints, questions, or problems that you cannot work out with the school after filing your grievance and appeal as described above, you may pursue one of two additional avenues: contact ACCET, SDCI's accrediting body, or the Bureau for Private Postsecondary Education.

ACCET

See the ACCET web site for information on how to file a complaint:

Email: complaints@accet.org

Website: www.accet.org

Phone: (202) 955-1113

Fax: (202) 955-1118 or (202) 955-5306

Bureau for Private Postsecondary Education Complaint Procedure:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

LEAVE OF ABSENCE

A leave of absence (LOA) is defined as an approved absence from San Diego Culinary Institute for an approved period of time that cannot exceed 50% of the scheduled Program length. A formal written request for an LOA must be submitted to the Institute prior to the date of the requested leave, stating the reason for the LOA, the length of time requested, and the expected return date.

Students must see the Student Services Manager and complete a Leave of Absence Request form prior to taking the LOA. In the event a student cannot come into the school to obtain the LOA form, it may be requested by phone. In this case, the form will be e-mailed to the student, who must fill out any required information, sign the form, and fax it back to the Institute with a letter requesting the LOA. Students must specify a date of return not to exceed the maximum allowable time. Students who do not comply with these regulations will be dismissed from SDCI.

The Program Director will evaluate the LOA request and schedule the return date based upon the availability of classes, the student's current schedule, and the Institute's attendance/SAP policies.

The following are acceptable reasons for requesting a leave of absence:

- 1) Personal illness or illness of a close family member.
- 2) Death in the family
- 3) Personal disaster
- 4) Families subject to the Family and Medical Leave Act (FMLA)

The President, prior to granting the leave, must approve all requests for leaves of absence.

A leave of absence may affect your student loan or eligibility for financial aid. Please consult with your lender for more information on the requirements of your loan.

ADVANCED PROFESSIONAL DIPLOMA IN CUISINE

Full-time students may request a leave of absence for up to 17 business weeks. Part-time students may request a leave of absence for up to 23 business weeks. A student on a leave of absence will not be subject to changes in fees while on an approved leave.

ADVANCED PROFESSIONAL DIPLOMA IN PASTRY

Students may request a leave of absence for up to 17 business weeks. A student on a leave of absence will not be subject to changes in fees while on an approved leave.

When returning from a leave of absence for a medical reason, the student must provide an original, signed document from a physician stating that the condition will no longer affect the student's ability to return to school.

If a student takes an LOA in the middle of a course section, the student must retake the entire course and pay applicable fees.

RE-ADMISSION POLICY

Students who have voluntarily withdrawn from either the Advanced Professional Diploma in Cuisine or the Advanced Professional Diploma in Pastry may apply to be readmitted to their Program of study by following the "Readmission Policy" guidelines.

The applicant must be in good financial standing with San Diego Culinary Institute and any other financial lending institution directly related to the tuition at the Institute.

The applicant must submit a letter, stating the reason for the withdrawal from the Program and the changes that have been made to ensure the completion of his/her education without further interruption.

The applicant must follow and comply with the Institute's enrollment/application process as if he/she were a new student, to include the application for a loan (if applicable), the submission of all required documents, and an interview with the Program Director.

The applicant's documentation and notes from the interview will be reviewed by San Diego Culinary Institute Admissions Committee. A decision will be made by the committee regarding the disposition of the application and the ability of the applicant to be readmitted into the program. The date the applicant will begin classes is based upon class schedules, schedule requested by the applicant (part-time day or full-time day), and space availability.

If a student has been asked to leave or dismissed from the Program for any reason, the applicant must petition the Institute and ask to be readmitted. The applicant must write a letter to the Institute's President, requesting a review of his/her records, giving a thorough explanation of the issues that led to his/her dismissal and a statement detailing what measures have been taken by the applicant to ensure that the issues which led to his/her dismissal are not apt to occur again.

The Institute's President has the final decision for readmitting a student who has been withdrawn or dismissed from any program.

If an applicant was on probation at the time of withdrawal, he/she will be readmitted after all requirements are met

and be placed back on probation in compliance with the Institute’s probationary policy.

Once an applicant who has been out of classes at SDCI for fewer than 12 months has been readmitted, his/her file and transcripts have been reviewed, and the applicant has met all of the requirements under the policy to readmit students, all credits for coursework that had been satisfactorily completed will be applied to the applicant’s new transcript. The tuition the applicant had paid for the coursework that had been completed and accepted will be credited to the applicant’s account and deducted from the cost of tuition. In the event a tuition increase has occurred since the applicant attended classes, the applicant will pay the new tuition price for all ensuing classes.

Tuition and Fees

Program	*Application Fee <i>Non-Refundable</i>	Registration Fee <i>Non-Refundable</i>	**Student Tuition Recovery Fund <i>Non-Refundable</i>	Tuition	Student Supply Kit (before taxes)	Sales Tax @ 8.50% on Supply Kit	***TOTAL COST
Advanced Professional Diploma in Cuisine	\$75.00	\$100.00	\$0	\$21,560.00	\$1,6748.34	\$142.66	\$23,556.00
Advanced Professional Diploma in Pastry	\$75.00	\$100.00	\$0	\$21,215.00	\$1,006.45	\$85.55	\$22,482.00

***Estimated charges for the period of enrollment (entire program).

**\$0 for every \$1,000 rounded to the nearest \$1,000.

*Non-refundable/VA Students pay only a \$10.00 application fee.

OTHER FEES

Re-enrollment Fee	\$ 75.00
Make-up Lab fee (per 8-hour session)	\$250.00
Make-up Lab fee (per 4-hour session)	\$125.00
Returned Check Fee	\$ 25.00
Official Transcripts (after two free copies)	\$ 10.00
Printed Student Catalog (first copy free)	\$ 7.50
Late Payment Fee	\$ 75.00
No Call No Show (NCNS)	\$250.00
Re-Take Serve Safe Exam	\$ 50.00

You may be excused from certain fees in the event of a medical excuse, a death in your immediate family, or verification of a personal disaster such as a fire in your home.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

FINANCING/PAYMENT POLICIES

Students are ultimately responsible for making tuition payments. Payment of tuition must be completed prior to the end of the Program.

Tuition fees may be financed in a variety of ways. The Institute works with established financial lending institutions such as SLM Financial Corporation (a Sallie Mae company). We are approved to offer federal financial aid and by the U.S. Department of Veterans Affairs to accept the following educational assistance plans:

- Montgomery GI Bill (Active Duty and Select Reserve). Since GI bill payments are sent directly to the student and not to the school, the student is ultimately responsible for the payment to the school. When GI bill payments are not sufficient to cover the entire cost of tuition a loan must be secured for the balance or payment arrangements made. In any case, payment for tuition is expected prior to graduation.
- Dependents' Educational Assistance

STUDENT LOANS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

PAYMENT POLICIES

- 1) All tuition and fees are due and payable prior to the first class meeting. As a courtesy, Students that pay all or a portion of their fees directly to the school may arrange extended terms with the Financial Aid Office.
- 2) A \$75 administrative fee (*\$10.00 for military applicants seeking VA benefits*) must accompany the application form. We will not process applications for student loans without this payment.
- 3) A \$500 reservation deposit is required upon acceptance into any Diploma Program. The \$500 deposit is refundable if the student cancels.
- 4) No student may attend class prior to the payment of tuition or the acceptance of a payment plan.
- 5) A student may obtain an alternative loan from private lenders to cover the cost of tuition. Many times family members are willing to loan funds to students or co-sign loan applications.
- 6) Payment methods accepted are as follows: check, money order or credit card (Visa, MasterCard, Discover, and American Express) and cash.
- 7) No reimbursement will be given for missed class sessions.
- 8) Tuition and fees are subject to change. Tuition changes do not affect currently enrolled students or those on an approved leave of absence. If a student withdraws and then re-applies, any tuition increases that have taken place will apply to the re-enrolling student.
- 9) Tuition increases will be effective only at the start of a new enrollment period.
- 10) Tuition and fee adjustments will be announced 30 days before they go into effect.
- 11) San Diego Culinary Institute reserves the right to dismiss any student who is more than five business days late in tuition and fee payments.
- 12) Payment arrangements must be finalized prior to the start of classes. All students are ultimately responsible for payment of tuition regardless of the source of funds, i.e., student loans, Workforce Partnership, VA, etc.
- 13) Students who have not met their financial obligations prior to graduation will not graduate with their Class and SDCI will withhold the Diploma until all obligations have been met.
- 14) In the event of cancellation of or withdrawal from enrollment (whether voluntary or involuntary) a portion (currently \$175) of the tuition charges are non-refundable and shall be retained by SDCI, in addition to other non-refundable fees and charges.

FINANCIAL AID

SDCI participates in the Federal Pell Grant and Federal Direct Loan programs, including the Federal Direct Stafford Loan and Federal Direct PLUS Loan. All students who wish to apply for the financial aid programs must complete the FAFSA, using FAFSA on the Web (www.fafsa.ed.gov) and the student's (and parent's, if applicable) Federal PIN number.

When students have completed the FAFSA, the institution receives the processed results via an electronic ISIR (Institutional Student Information Report). The ISIR contains the results of the federal database matches and the applicant's EFC (Expected Family Contribution). The institution uses this information to determine the student's aid eligibility for both the Federal Pell Grant program and the Federal Direct Loan programs.

Students are awarded both Federal Pell Grants and student loans up to the amounts allowable under federal regulations and subject to the program requirements.

Students wishing assistance in applying for financial aid should contact the Director of Financial Aid. He is available during regular business hours to meet with applicants, current students, and parents who have questions or concerns about financial aid or education financing in general.

General Eligibility Criteria

To be eligible for the federal financial aid programs, a student must:

- Be a US citizen or eligible noncitizen
- Not be in default or owe an overpayment of grant aid
- Be registered with Selective Service, if required

Applicants must have a valid Social Security number, not have been convicted for possession or sales of drugs while attending an eligible postsecondary institution and receiving federal financial aid, and have a high school diploma or recognized equivalent (GED or documentation of home-schooling). Students cannot have borrowed in excess of the annual or aggregate loan limits. The student must enroll as a regular student in an eligible Program and make Satisfactory Academic Progress toward Program completion in order to retain financial aid eligibility.

Parent applicants for PLUS loans must be US citizens or eligible noncitizens, possess valid Social Security numbers, and not be in default or owe an overpayment of grant aid.

Disbursement of Aid

Financial aid is disbursed in two disbursements, and funds are received electronically at the school and applied to the student's account. First disbursements of Pell Grant funds occur approximately two weeks after the start of classes. First disbursements of student loans for first time loan recipients are scheduled no earlier than 30 calendar days after the start of classes; for all other recipients, the first loan disbursements should occur concurrently with Pell Grant disbursements. The second disbursements of all aid occur when the student achieves the midpoint of the Program in both clock hours and weeks, provided the student is making Satisfactory Academic Progress.

In all cases, SDCI receives the funds and credits the student's account. If the posting of the federal financial aid creates a credit balance (total aid greater than charges), the student (or parent, in the case of a PLUS Loan) will be sent a check no later than 14 calendar days after the date the credit balance was created.

Student Loans

Eligible students can borrow federally guaranteed Stafford Loans up to the annual loan limits. Students can borrow up to the loan limits listed below, depending on loans received at prior institutions.

Dependent Students	\$5500*
Independent Students	\$9500*

*A maximum of \$3500 can be Subsidized Stafford Loans, meaning the federal government pays the interest while the student is in school or in an approved deferment status. Students must demonstrate need for

Subsidized Stafford Loans, defined as Cost of Attendance (COA) minus EFC minus other aid (EFA or Estimated Financial Aid). For Unsubsidized Stafford Loans, students must pay the interest while in school, or capitalize it. Capitalizing the interest adds it to the principal loan balance when the student enters repayment.

PLUS parent borrowers can borrow up to the COA less EFA. Repayment of PLUS loans begins when the loan is fully disbursed.

The interest rate on Stafford Loans is fixed, subject to annual adjustment. Interest rates for Direct Subsidized and Unsubsidized Loans originated between 7/1/17 and 6/30/18 will be 4.45%. The Direct Plus Loan or Parent Plus loan interest rate is fixed at 7.00%.

Repayment of Stafford student loans is required, and begins six months after the student leaves school. Repayment is required whether or not the student has finished the Program at SDCI, and regardless of the student's level of satisfaction with his/her training. Deferment of student loan repayment is available in certain situations, including a return to school at least half-time, unemployment, and economic hardship. Borrowers should contact their loan servicers for more information.

Students who receive Stafford Loans are required to complete both entrance and exit loan counseling. Entrance counseling is required prior to disbursement of student loans, and can be completed online at www.studentloans.gov. Exit counseling must be completed prior to leaving school at www.studentloans.gov.

Students and parents who borrow student loans will have their loan information reported to the National Student Loan Data System (NSLDS) by the US Department of Education and the loan servicer.

Other Aid

Students, who may be eligible for other types of aid, including Veterans benefits, should contact the Financial Aid Office. The receipt of outside aid (excluding Veterans benefits) can impact the amount of federal financial aid eligibility.

Some students may find it necessary to borrow additional funds over and above the federal student loan amounts and should contact the Financial Aid Office to discuss private education loan and payment plan options.

Database Matches

If a student or parent fails one or more of the database matches conducted when the student submits the FAFSA data, SDCI will contact the student by phone or email to notify him or her of the database match issue, and to discuss documentation that may resolve the issue. Financial aid cannot be awarded or disbursed until all database match issues are resolved.

Verification

Students selected for verification by the Central Processor are required to submit the required documents to SDCI before aid can be awarded or disbursed. Students who start classes without verification being completed will be required to establish other payment arrangements.

Verification is the process of checking the accuracy of certain data elements as submitted on the FAFSA. Generally, this information is adjusted gross income (AGI), federal income tax paid and other items from the US tax return, the number in the household and the number in college, and student identity. SDCI will supply the student with the Verification Worksheets necessary to complete the verification process in most instances. If corrections to the FAFSA data are necessary, SDCI will transmit them based on the information provided by

the student and/or parent. Students will be notified of any award changes with a revised award notification. If a student is selected for verification after disbursement of aid but while still enrolled, SDCI will contact the student to provide the required documents. Aid may need to be adjusted or returned based on the verification results.

If the student does not complete verification for the award year, any aid disbursed will be returned and the student will be invoiced for the balance.

SDCI will refer overpayments of grant aid due to student or parent error to the US Department of Education.

Student Rights and Responsibilities

Students have certain rights in applying for federal financial aid, including the right to know their financial aid awards, the terms of any loans, and the cost of attendance at the institution. A student's responsibilities include being accurate in applying for aid; prompt submission of any required documents; and repayment of student loans. More information can be found at www.studentaid.ed.gov, or in any of the financial aid guides published by the US Department of Education.

SENATE BILL 1289, CHAPTER 623, STATUTES OF 2012

1. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide;
2. Federal direct loans are available to students regardless of income.

For any private loans included by the institution as part of the institution's award package, this Bill also requires us to clearly distinguish private loans from federal loans in individual financial aid awards by:

1. Stating whether the rate is fixed or variable;
2. Providing an explanation that private student loans can offer variable interest rates that can increase or decrease over time, depending on market conditions;
3. Providing an explanation that private student loans have a range of interest rates and fees and students should determine the interest rate of, and any fees associated with, the private student loan included in their financial aid award package before accepting the loan
4. Providing an explanation that students should contact the lender of the private student loan or their postsecondary educational institution's financial aid office if they have any questions about a private student loan;
5. Providing an explanation that the interest rate on a private loan may depend on the borrower's credit rating.

Cancellation, Withdrawal & Refund Policies

STUDENTS' RIGHT TO CANCEL

You have the right to cancel your agreement for a Program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current period of enrollment (entire Program) through the last day of attendance.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current period of enrollment (entire Program) through the last day of attendance. The refund will be less registration and application fees not to exceed \$175.00 and less any deduction for student kit supplies not returned in their original condition, within 30 days of withdrawal. If the student supply kit or any of its component pieces have been used and are no longer in their original condition as received by the student from SDCI, the amount for the supply kit or the relevant used components of the kit will be deducted from the refund due. The knife kit is considered used once the student removes its components from their original packaging and removes it from the SDCI campus.

If the student has completed more than 60 percent of the period of enrollment (entire program) for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a Program when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for six (6) days/12 sessions' non-consecutive calendar days or three (3) consecutive absences without notifying the school.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the Program (total institutional charge, minus non-refundable fees, divided by the number of hours in the entire length of the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

RETURN OF TITLE IV FUNDS POLICY

The determining date for refund computation is the last date of recorded attendance. Refunds will be made within 30 calendar days of the date of determination of student withdrawal.

When a financial aid recipient withdraws from all classes, the institution calculates an amount to be returned to the federal aid programs in accordance with applicable regulations. The calculation is based on the period of enrollment (entire Program). The length of the Program can be affected by incomplete, repeated, failed or withdrawn courses, or by leaves of absence.

The financial aid earned by the student prior to withdrawal is determined by calculating the amount of the Program the student completed as of the last date of attendance. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the last date of attendance, either the school or the student or both are required to return some portion of federal aid. Post-withdrawal disbursements from grant aid for which the student is eligible are used by the school to pay outstanding charges, and any remaining amount is offered to the student. If a student is eligible for a post-withdrawal disbursement of student loan funds, the student (or parent for PLUS loans) will be contacted by the institution for authorization to use the loan funds to satisfy outstanding charges.

The amount of the Program completed by the student as of the last date of attendance is calculated by counting the number of scheduled hours through the last date of attendance, and dividing that number by the total number of scheduled hours in the program.

The unearned percentage of federal aid is multiplied by the charges for the Program and by the total amount of aid disbursed for the student; the school is responsible for returning the lesser of these two amounts. The student is required to return any unearned aid less the amount returned by the institution. If the student is required to return any grant aid, the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to SDCI or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by SDCI, within thirty days of the date of determination of withdrawal.

Federal aid funds are returned in the following order, both by the school and the student:

- Unsubsidized Federal Stafford Loans;
- Subsidized Federal Stafford Loans;
- Federal PLUS loans;
- Federal Pell Grants;
- Other federal aid programs;

The required return of funds under this policy is made to the Title IV aid programs within 30 calendar days of the date of determination of withdrawal or termination. Students will receive a written notice of any federal funds returned by SDCI, and an invoice for any balance owed the school.

Additional information on the return of federal funds calculation procedures and requirements, including examples, may be obtained by contacting the SDCI financial aid office.

If a VA student is withdrawn or takes a leave of absence, the VA will be promptly notified.

COLLECTIONS

SDCI sets high standards of behavior for all of its students in reflection of the high standards demanded by the culinary industry. In reflection of these standards, those students with payment plan arrangements must always make their payments within the due dates as indicated in their contracts.

Students with payment arrangements sign a Terms of Payment contract, which is part of the enrollment agreement and indicates the dates that their payments are due. It is the responsibility of the student to make payments on the specified due dates. Those students who come close to the due date without making their payment may receive a reminder either in person or by email or phone call from our accounting office. We

make such reminders as a courtesy to our students; however, it is always the student's responsibility to make his or her payments on time and in accordance with his or her contracts even if, for any reason, the student does not receive a reminder.

Students can make their payments by mail, although most bring them into the school to make the payment personally. Normally, we have a member of our administrative staff available to take your payments from Monday through Friday, from 8 a.m. to 5 p.m. The staff member will provide you with a receipt on request. If for any reason no one is available on the day that you bring your payment in, you may slip it under the door of the Finance Office.

Due to the nature of the requirements of the various regulating bodies to which we must adhere, SDCI must be very strict concerning the collection of past due tuition payments. On those rare occasions that payments are not made according to the terms of the contract, SDCI will be forced to terminate the student from the program.

We understand that life occasionally throws us a curve and a student's financial situation may change unexpectedly. If a student faces extenuating circumstances, that student should contact the Accounting Office and/or the Program Director to discuss his or her particular situation as early as possible to discuss alternative payment arrangements. It is our goal to retain every student we accept through the entire program, so we are available to assist you in a manner that is reasonable for us to do so. Communication is the key.

In those even rarer instances when a student completely defaults on a debt to SDCI, we use all legally available means to collect that debt, which may include, but are not limited to, referral to an outside collection agency, reporting to outside credit agencies, and collection actions as specified in the Arbitration Agreement of the student contract.

GRADUATION REQUIREMENTS

Students complete a number of requirements in order to qualify for graduation and receive a diploma credential. They include:

1. Complete all courses in the Program with a grade not lower than 2.0 in every course.
2. Meet all attendance requirements.
3. Sign and file the following clearance forms.
 - a) Transcript Verification
 - b) Financial and Academic Clearance Form
4. Verify transcript with the Student Services Manager. Confirm that all courses have been completed and correctly entered into the database.
5. Review financial agreements and complete the Financial Clearance Form as evidence that all payments due have been received and/or are up to date. This will take place during Transcript Verification.
6. Obtain signatures from the Program Director, Controller, and the President or CEO
7. Submit a personal resume (two pages maximum) and a cover letter (one page) to the Student Services Manager no less than thirty days prior to graduation.
8. Complete Employment Questionnaire, Graduate Data Sheet, and Career Planning Goal Sheet.
9. Complete other Student Surveys and end-of-term Evaluation forms.

Student Services

San Diego Culinary Institute welcomes students to discuss any issues or concerns with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with both the Program Director and/or faculty. The staff is also available on a daily basis to assist students with financial services, job placement assistance, and academic advisement.

CAREER PLANNING ASSISTANCE

SDCI is pleased to offer our students more than placement assistance — we offer career planning. This service includes assistance not only with your first position after graduation, but help with planning the arc of your career, identifying each of the stepping stones in that career, beginning with your first job in the field and each of the sorts of subsequent jobs that will guide you toward your ultimate career goals.

We cannot guarantee an offer of employment; however, our graduates are highly regarded and are actively recruited by well-regarded employers all over the country and even overseas.

Your ability to find a job depends on you. Not surprisingly, those students and graduates who work the hardest, both in school and on the task of job hunting, land the best jobs. We at SDCI have a strong incentive to assist your job search in any way possible; after all, it is our students' success in the job market that shapes our reputation.

We work hard to provide our students with the training and information they require finding good employment in their new profession. In return, we ask that every graduate who avails himself or herself of SDCI placement assistance follow the rules and standards of conduct that reasonably accompany that assistance.

Given that, to a large degree, the reputation of our school and its programs rests in the hands of our students and our graduates, whenever the SDCI staff contacts a prospective employer on a student's or a graduate's behalf, it is that student's or graduate's responsibility to follow up on that contact as advised by the SDCI staff. In the event a student or a graduate fails to follow up on such a contact, such as by failing to show up for a scheduled appointment with a prospective employer without appropriate advice or consultation with that prospective employer (a "no-call/no-show"), that student or graduate risks the cancellation of any further placement assistance.

Our placement assistance begins with the course curriculum, in which students study professionalism, job search skills, resume writing skills, techniques for building a portfolio, and interview skills — all with particular attention to the career changer seeking their first position in the culinary world.

All students and graduates have access to our job placement board (on campus and online), which lists the latest positions to become available — many of which are not publicly advertised— and are welcome to avail themselves of our job placement services for life. These positions range from volunteer/charity positions, entry-level prep and cook positions, all the way to executive chef opportunities.

Our Chef Instructors also directly advise our students concerning their career planning and job placement assistance.

We very much want you to work and to benefit from your education at San Diego Culinary Institute. As long as you work to find yourself a job, we will provide you the entire career planning assistance described in this section of the catalog.

EXTERNSHIPS

Students of the Advanced Professional Diploma in Cuisine and Advanced Professional Diploma in Pastry are required to complete a 220 hour externship.

Our Program Director assists students in selecting externships, making an effort to match students with their expressed preferences. SDCI staff arranges for the student to interview with the proposed host property. As with a job interview, in this interview the student should review expectations for the experience, hours of employment, and other terms of the externship. Student and Extern Host must come to agreement, and the Host must accept the student for the externship. While SDCI assists all students in securing externships, it is the student's responsibility to secure the externship and finalize arrangements. In many cases, a student is offered full time employment by the hosting organization upon completion of his or her externship.

While on the externship, the student must communicate with the assigned SDCI staff member concerning the progress of the externship and the hours worked on a weekly basis. Finally, the student must complete an Exit Interview on the SDCI campus as a part of the graduation requirements.

STUDENT GUIDANCE AND ADVISING

Academic advising is provided to students by San Diego Culinary Institute administrative staff and faculty, from the initial interview through enrollment and completion. SDCI staff is available to advise students on any problems that they may be experiencing that could have an adverse effect on their ability to learn and succeed in their course of study. When personal issues arise that are outside the expertise of SDCI staff, instructors or administrative personnel will refer students to organizations with the expertise to provide needed assistance.

TUTORING

Tutoring is available by Chef Instructors to all students on an as needed basis at no extra cost to students. If you require extra assistance, speak with the Program Director, and we will do all we can to meet your needs and ensure a positive academic experience at SDCI.

TRANSCRIPTS

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Students who need replacement certificates of completion or transcripts may request replacement in writing for a fee of \$10 per transcript or certificate. Within 15 days of the request, San Diego Culinary Institute will mail the replacement certificate and/or transcript; or students may request to pick up the certificate or transcript in person (please specify this in your written request).

San Diego Culinary Institute will withhold a student's certificate of completion or diploma if the student is in default on a loan or tuition contract.

RECORD RETENTION

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This requirement ensures that only authorized individuals have

access to specific information requested.

Policy on Record Retention

The institution shall maintain records relating to federal financial aid programs as provided by federal law.

A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

All records that the institution is required to maintain shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau for Private Postsecondary Education and any entity authorized to conduct investigations.

PRIVACY ACT FOR STUDENTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 entitle all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education records.

Student records are confidential, and only such agencies or individuals authorized by law are allowed access without written permission of the student. Anytime personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file. Students who wish to file a complaint under FERPA can contact the Family Policy Compliance Office at:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920
1 -800-USA LEARN (1-800-872-5327)

Program Information

ADVANCED PROFESSIONAL DIPLOMA IN CUISINE

900 Contact Hours

Schedules and Course Durations

M/W/F	Day schedule	8 a.m. to 5 p.m.	34 weeks
T/TH	Day schedule	8 a.m. to 5 p.m.	46 weeks

Educational Objectives

- Fully comprehend and correctly apply industry recognized safety and sanitation procedures and standards as established in the National Restaurant Association's ServSafe program.
- Master and properly execute each of the skills and techniques listed in the Cuisine Program's Core Skills Checklist.
- Demonstrate a knowledge and command of the elements of Flavor, including:
 - the "five tastes"
 - chemical interactions with the taste buds such as astringency, piquancy (spiciness), and others
 - the direct relationship of taste and the sense of smell
 - the modes and means of the interaction of food with the other human senses of touch, sight, hearing, and smell to create flavor sensations
- Demonstrate the ability to create and prepare dishes and multiple course meals with products provided, utilizing skills and knowledge gained throughout the program.
- Master the knowledge to properly execute tasks common in restaurants, hotels, and catering operations such as food and kitchen supply purchasing and inventory management, product yield calculations, standardized recipe writing, menu planning, recipe costing and budget controls.
- Master and demonstrate proper knife handling techniques, including:
 - the ability to consistently and accurately execute each of the major vegetable cuts in a time-sensitive restaurant environment.
 - the ability to consistently and accurately fabricate chicken and other common fowl, round fish, and flat fish in a time-sensitive restaurant environment.
- Qualified upon graduation to seek positions on the cooking line in elite fine dining restaurants, hotels, resorts, country clubs, and catering operations.
- Demonstrate an in depth knowledge of the skills required to step into supervisory positions such as Kitchen Manager, Sous Chef, Chef, and Executive Chef

School Calendar

See Catalog Addendum

CUISINE COURSE TITLES AND DESCRIPTIONS

Course Sequence — Cuisine

The Advanced Professional Diploma in Cuisine requires the completion of 900 hours earned in the following areas of study:

- Safety & Sanitation and HACCP
- Fundamental Culinary Skills
- Intermediate Culinary Skills
- Fundamental Baking and Pastry Skills
- Entrepreneurship
- Applied Culinary Skills: Flavors of the World
- Externship experience in a fine dining kitchen

The courses in the Advanced Professional Diploma in Cuisine Program are arranged in sequence. The material covered in each course builds upon the previous course and is a prerequisite for the next.

Orientation (4 Clock Hours)

Before beginning their coursework, all students must attend a 4-hour orientation lecture, wherein they review the SDCI facilities and classroom layout, the catalog, and the expectations and challenges inherent in their education at SDCI

Level: Introductory

Prerequisite: None

Introductory Lecture Series (60 Hours)

This lecture series comprises three sections: Safety and Sanitation, Professionalism, and Introduction to Business Management. In this series, students are introduced to fundamental concepts that will be incorporated into and serve as a foundation to their work in the kitchen lab.

Safety/Sanitation and HAACP (24 Hours)

Creating and maintaining a safe and sanitary food service operation is more important than ever. Stories about food-borne illnesses and food spoilage have become a major concern in the food industry. There are many procedures and techniques needed in order to run a safe and sanitary kitchen. In this course you learn to identify foods susceptible to hazardous microorganisms. Students are given information about purchasing, storage, preparation and serving procedures that promote food safety. They learn how to use knives and other cutting tools safely, how to lift and carry properly, and other fundamental safety procedures. This class was developed as preparation for the National Restaurant Association (NRA) approved examination, and the American Culinary Federation (ACF) recognizes the test in all 50 states.

Students are also guided through HACCP principles, including the flow of food, critical control points, and HACCP customization and documentation. Contents of the lectures are Food Safety Hazards, establishing an HACCP Food Safety System, Developing Standard Operation Procedures, and HACCP Systems for Sample Operations. A certificate is given upon successful completion of the HACCP Course.

Note: This class is a prerequisite to all kitchen skills classes. The class and the NRA test must be successfully passed prior to the student participating in any food production class.

Level: Introductory

Prerequisite: Orientation

Professionalism (16 Hours)

In this class, students will explore and understand what it means to be “professional” and how this concept relates to a student, a Chef, and the culinary industry. The course is designed to help the student understand and define his or her personal / professional goals, to prepare a marketable resume and cover letter, and to significantly improve the student’s ability to develop and conduct a successful job search. Students will discuss the role of the “Professional Chef” and how the education at SDCI will assist in achieving the student’s goals. The class will discuss the evolution and history of both classic and modern cuisine and the classical brigade structure and its relationship to the professional kitchen.

Level: Introductory

Prerequisite: Orientation

Introduction to Business Management (16 Hours)

This course will give the students a realistic, objective introductory look at and understanding of what is necessary to run a successful business. It will allow students an opportunity to discuss a restaurant’s marketing strategy and to determine its effectiveness. The class will explore various methods of advertising and tracking their results and introduce the students to various “controls” that need to be part of a successful business’ profitability. Projects and assignments will give the students an in depth understanding of how a basic budget is prepared and maintained. The group will discuss the real meaning of “customer service” and how it greatly affects business. The instructor will teach the students the necessary tools required to cost a menu or a recipe and control a budget through the understanding of basic mathematical equations.

Level: Introductory

Prerequisite: Orientation

Fundamental Building Blocks of Flavor (36 Hours)

“The Study of Flavors and Taste“

This course will give students an introduction to the many flavors and tastes that make up classical and modern world cuisine and allow the students to feel, smell, and taste ingredients that help to create the many ethnic and unique regional cuisines. This hands-on approach to the eating senses will heighten the awareness of students to the complexities of taste and smell and the close relationship between them, and give students the ability to understand the blending of flavors and the balancing of sugars and acids. The topics covered in this class will introduce student to eating with all of the senses—not just taste—and will demonstrate the general concepts of plate presentation, its effect on our subconscious “taste perception,” and its importance in the guest’s enjoyment of a meal.

Level: Introductory

Prerequisite: Orientation

Cuisine I (64 Hours)

“The Fundamental Building Blocks of Technique”

This class will teach and establish the fundamentals used in cuisine and the professional kitchen environment. Students will be taught and practice a wide variety of cooking techniques and explore the effects that each have on the finished product. This course will expand upon the theoretical information covered in the Fundamental Building Blocks of Flavor, combine the student’s knowledge of flavors and sensation, and explore the practical application of how these flavors are achieved. The course will provide the student with an introduction and command of the tools, equipment, safety procedures/precautions that would be found in a modern commercial kitchen environment. The Chef Instructor will teach the students the classical techniques, components, and ingredients used to create some of the world’s finest dishes.

Level: Introductory
Prerequisite: Safety/Sanitation and HAACP, Professionalism, Introduction to Business Management, and Fundamental Building Blocks of Flavor.

Cuisine II (64 Hours)

“The Application of Technique “

This course will expand upon the fundamental skills, techniques, and methods developed in the Cuisine I by familiarizing students with the tools necessary to create complete plates. Students will learn how to use a wide variety of ingredients including; vegetables, grains, starches, sauces and combine them together to create dishes that are not only pleasing to the palate but to the eyes as well. Students will put their skills and knowledge of the fundamentals into practice by creating soups and classical and modern sauces by using stocks, purees, creams, and a variety of thickening agents. This class will introduce students to a wide variety of proteins including seafood, poultry, red meats, wild game, and specialty meats. Students will apply the cooking techniques previously learned to these proteins as well as practice techniques, methods, and “professional secrets” specific to some. This class will provide the student with the education and skills necessary to produce complete plates and focus on “Center of the Plate” items. Students will learn methods necessary to create food that is cooked and presented in a fashion that is as enticing to the mouth as it is to the eye.

Level: Introductory
Prerequisite: Cuisine I

Nutrition and Foods in the Culinary Profession (39 Hours)

In this course, the student will learn the importance of how the human body processes foods and how classically prepared dishes can be modified to meet various dietary requirements without compromising the quality, flavor methods, and presentations. Students will evaluate their current daily food and beverage intake by using serving sizes and various nutrition resources to calculate total calories and percentage of calories from each macro-nutrient group. These percentages will be compared to the American Heart Association Guidelines and the USDA Dietary Guidelines. This course will teach students how to write ‘calculated’ menus, which will meet the American Heart Association Guidelines and the USDA Dietary Guidelines. This experience will allow the student to create fat, sodium, protein, gluten, and other modified diet requirements while preparing food that is flavorful and visually appealing and follows classic culinary preparation methods.

Level: Introductory
Prerequisite: Cuisine II

Baking and Pastry (64 Hours)

This class will focus on basic and classical baking methods as well as presentation methods and techniques for plated desserts. The course will involve a great deal of practical hands-on practice and production by each student working individually and as team members. The course objective is to give each student a foundational knowledge of the ingredients and mixing methods necessary to make consistently high quality yeast breads and rolls, quick breads, muffins, cookies, pate a choux, cakes, dessert creams and sauces following classical methods and procedures. Students will learn about “plated desserts” and how to create beautiful presentations from the recipes and components they have prepared.

Level: Introductory
Prerequisite: Cuisine II

Cuisine III (80 Hours)

“Advanced Culinary Techniques“

This course will expand upon the fundamental skills, techniques, and methods practiced in Cuisine I and Cuisine II by developing the tools necessary to prepare advanced recipes and create complete detailed plate presentations. Students will learn how to create recipes using highly technical and advanced procedures that expand upon their current skills. Students will put their skills and knowledge of the fundamentals into practice by creating classical soups and classical and modern sauces by using stocks, purees, creams, and a variety of thickening agents. This class will introduce students to advanced knife skills and cooking methods used in the world’s top restaurants. This class will provide the student with the education and skills necessary to produce highly technical recipes and complete meals by focusing on “Center of the Plate” items and methods necessary to create food that is cooked and presented to “international standard.”

Level: Intermediate

Prerequisite: Cuisine II

Garde Manger (64 Hours)

This class will introduce the student to the art of cold food preparation and presentation. The student will learn both classic and modern methods and techniques. The course will give the students the ability to prepare basic and classic plate garnishes and to produce basic cold emulsified sauces and understand how the chemistry of an emulsification works. Students will apply the concepts and theories behind plate presentation and put these procedures into practice through “a la minute” preparation of appetizers, salads, and classic sandwiches. Students will learn how to receive, care for, store, and wash a variety of fresh fruits and vegetables. The Chef will teach students the techniques necessary to design, create, and produce classic canapés, hors d’oeuvres, and appetizers. Students will be introduced to various types of vinegars and oils, their uses, and how they are made. This course will teach students how to prepare various emulsified, non-emulsified, and cream based dressings. Students will learn the art of “charcuterie” and how to produce simple force meats and sausages.

Level: Introductory

Prerequisite: Cuisine III

Entrepreneurship (89 Hours)

This course will provide the student with a working, in depth knowledge of restaurant and kitchen management and provide a permanent resource manual in the form of notes and handouts that will assist the student in the early stages of his/her career. The instructor will instill and reinforce the function of a manager and the impact and interact of this individual with staff, employees and management. The content covered in this class will assist students in the development of “people skills” and in understanding the importance of lines of communication. This course will cover the following: restaurant marketing, menus and their design, customer relations, market trends and fads, external advertising and marketing, in house marketing, demographics, psychographics and alignment of restaurant type/style to customers’ needs, cost control, food costs and inventory, beverage costs and inventory, liquor licenses, labor costs and scheduling, overheads and other “hidden” costs, management styles and the processes of hiring, firing and evaluations, record keeping, interview processes, labor laws, kitchen equipment and design, and safety / Workers Compensation.

Level: Introductory

Prerequisite: Cuisine II

Flavors of the World (100 Hours)

This course will expand upon the skills, techniques, and methods developed in the previous classes by introducing students to a wide variety of ingredients, flavors, history, and specific techniques used in some of the world’s most

recognized ethnic cuisines. Students will learn how to prepare ethnic and classical dishes by using both classical French and other techniques specific to the country, culture, and recipes being prepared. Students will learn how the climate, history, governmental structure, geography, and other factors have played significant roles in the evolution of the cuisines by preparing some of the greatest dishes from around the world. The instructor will demonstrate various styles of service and presentation specific to these cultures.

Level: Advanced
Prerequisite: Cuisine III

Final Exam (20 hours)

This comprehensive final examination will test competency in every aspect of the Cuisine Program. Students must complete a comprehensive thesis project based on the national cuisine of the student’s choice, and including a menu based on that national cuisine, nutritional analysis of that menu, plate presentation diagrams, and a final practical examination whereby students execute their menu and present them to a panel of chefs for tasting.

Externship (220 Hours)

The Externship experience enables the student to experience a “real world” working environment under the supervision and tutelage of top Chefs in San Diego, across the country — even overseas. Host properties meet certain minimum requirements and agree with the school that every extern will have the chance to work in several different posts throughout the kitchen and will get the sort of hands-on experience he or she needs as training for that first job upon graduation. In fact, many students get their first job offers from their externship hosts. Past students have landed externships at a variety of nationally and internationally known properties, including Michelin star-rated restaurants.

Ultimately, it is the student’s responsibility to secure his or her externship; however, SDCI arranges appointments for each student according to preferences. In this initial interview — as with any other employment interview — both student and host discuss their mutual expectations for the externship and arrange the hours and the scope of the experience. Once they come to agreement, the student must complete his or her externship, beginning immediately after the completion of on-campus coursework and within a time frame of eight weeks.

Externs are responsible for weekly reporting back to their SDCI Chef Instructor Mentor, back on campus, and must meet with their assigned Mentor upon completion of their externship experience. The Mentor assigns a letter grade for the externship according to these weekly reports and feedback from the host.

Level: Introductory
Prerequisite: Cuisine III

ADVANCED PROFESSIONAL DIPLOMA IN CUISINE

Summary of Course Hours

Orientation	4
Introductory Lecture Series	
Safety/Sanitation and HAACP	24
Professionalism	16
Introduction to Business Management	16

Building Blocks of Flavor	36
Cuisine I	64
Cuisine II	64
Entrepreneurship	89
Nutrition	39
Cuisine III	80
Garde Manger	64
Baking and Pastry	64
Flavors of the World	100
Flavors of the World	20
Externship	220
Total Clock Hours	900

Student Supply Kit — Cuisine

All students are required to have the exact same Supply Kit. The required Student Supply Kit is included in the Tuition Fees.

Uniforms Covered by Tuition and Fees

- 2 Chef Coats with SDCI logo
- 4 Chef White Aprons
- 2 Chalk Stripe Chef Pants
- 2 Commis Torques (Chef Hats)

The following items must be purchased separately:

- Black leatherwork shoes or clogs with grease resistant soles. Canvas shoes and open toed shoes are not allowed.
- Black or white socks.

Tools Covered by Tuition and Fees

- Knife Carrying Case, containing the following: 10” Chef Knife
- 10” Honing Steel
- 4” Paring Knife
- 3” Tourné Knife
- 6” Boning Knife
- 9” Filet Knife
- 10½” Serrated Slicer 6” Utility Knife
- 8” Chef’s Knife
- 4” Scissors
- 10” High Heat Spatula Double Parisian Knife 10mm Parisian Knife Vegetable Peeler
- 18” Pastry Bag
- Set (5) Straight Decorating Tips Set (5) Star Decorating Tips Pastry Bag Coupler(s)
- Set Measuring Spoons 2” Pastry Brush Digital Thermometer Citrus Reamer
- Fish Tweezers
- 4” Pallet Knife – Offset 10” Pallet Knife – Straight Fish Spatula
- Microplane Zester
- 1 Set Plain Round Cutters Knife Guards
- Digital Scale

Text Books Covered by Tuition and Fees

- On Cooking (current edition), Labensky & Hause, Prentice Hall
- Culinary Artistry, John Wiley and Sons
- Nutrition for the Food Service Professional (current edition), John Wiley and Sons
- The Visual Food Encyclopedia, John Wiley and Sons
- The Restaurant – From Concept to Operation, John Wiley and Sons
- Serve Safe Course book, National Restaurant Association
- San Diego Culinary Institute HACCP Program, Harold Meyberg

STUDENT SUPPLY KIT-ITEMIZED PRICES

Uniform Package	\$	165.38
Knives	\$	589.52
Other Small Tools	\$	375.00
Scale	\$	50.00
<i>On Cooking</i>	\$	184.00
<i>Culinary Artistry</i>	\$	16.67
<i>Nutrition for the Food ...</i>	\$	71.49
<i>The Visual Food Encyclopedia</i>	\$	34.95
<i>The Restaurant</i>	\$	55.49
<i>Serve Safe</i>	\$	87.73
Other privately prepared material	\$	44.25
Sub-Total	\$	1,678.34
Sales Tax (@ 8.50%)	\$	<u>142.66</u>
Total	\$	<u>1821.00</u>

ADVANCED PROFESSIONAL DIPLOMA IN PASTRY

1190 Contact Hours

Schedules and Course Duration

M–F - Day Schedule 7 a.m. to 4 p.m. 34 weeks

Educational Objectives

- Fully comprehend and correctly apply industry recognized safety and sanitation procedures and standards as established in the National Restaurant Association's ServSafe program.
- Master and properly execute each of the multiple skills and techniques listed in the program's Core Skills Checklist.
- Demonstrate a knowledge and command of the elements of Flavor, including the five tastes as well as other chemical interactions with the taste buds.
- Be capable of describing sensations (other than taste) such as astringency and spiciness.
- Apply the modes and means of the interaction of food with the other human senses of touch, sight, hearing, and smell to create flavor sensations and the direct relationship of taste and smell.
- Demonstrate the ability to create and prepare desserts and pastries with products provided, utilizing skills and knowledge gained throughout the program.
- Master the knowledge to properly execute tasks common in restaurants, hotels, and catering operations such as food and kitchen supply purchasing and inventory management, product yield calculations, standardized recipe writing, menu planning, recipe costing and budget controls
- Master and demonstrate proper knife handling techniques and the ability to consistently, accurately, and safely use the proper tool to achieve the desired result in a time-sensitive environment.
- Master and demonstrate proper piping skills, utilizing the correct equipment to achieve the desired end result in a time-sensitive restaurant environment.
- Mastery of "Mise en Place": mental and physical organization of personal projects and working environment to ensure the delivery of products in a timely manner.
- Qualified to seek positions in pastry shops, bakeries, hotels, country clubs, and elite fine restaurants.
- Demonstrate an in depth knowledge of the skills required to step into supervisory positions such as Department Manager, Assistant Pastry Chef, and Executive Pastry Chef.

COURSE SEQUENCE - Advanced Professional Diploma in Pastry

The Advanced Professional Diploma in Pastry requires the completion of 1,190 hours earned in the following areas of study:

- Safety & Sanitation and HACCP
- Culinary History and Professionalism
- Management and Entrepreneurship
- Basic Baking and Pastry Techniques
- Intermediate Baking and Pastry Skills
- Advanced Baking and Pastry Techniques
- Externship in Fine-dining Establishment

The courses in the Advanced Professional Diploma in Pastry Program are arranged in sequence. The material covered in each course builds upon the previous course and is a prerequisite for the next.

- 970 hours of: Safety & Sanitation/ HACCP and Pastry and Baking Skills.

- 220 hours in the externship program. We place you (based upon the selections you have made) with an employer who will provide you with important training in a hotel, restaurant or fine bakery environment.

School Calendar

See Catalog Addendum

CUISINE COURSE TITLES AND DESCRIPTIONS

Orientation (4 hours)

All students attend this mandatory lecture, wherein they review the facilities, the catalog, and the expectations and challenges inherent in their education at SDCI.

Introductory Lecture Series (60 Hours)

This lecture series comprises three sections: Safety and Sanitation, Professionalism, and Intro to Business Management. In this series, students are introduced to fundamental concepts that will be incorporated into and serve as a foundation to their work in the kitchen lab.

Safety/Sanitation and HAACP (24 Hours)

Creating and maintaining a safe and sanitary food service operation is more important than ever. Stories about food-borne illnesses and food spoilage have become a major concern in the food industry. There are many procedures and techniques needed in order to run a safe and sanitary kitchen. In this course you learn to identify foods susceptible to hazardous microorganisms. Students are given information about purchasing, storage, preparation, and serving procedures that promote food safety. They learn how to use knives and other cutting tools safely, how to lift and carry properly, and other fundamental safety procedures. This course was developed as preparation for the National Restaurant Association (NRA) approved examination, and the American Culinary Federation (ACF) recognizes the test in all 50 states.

Students are also guided through HACCP principles, including the flow of food, critical control points, and HACCP customization and documentation. Contents of the lectures are Food Safety Hazards, establishing a HACCP Food Safety System, Developing Standard Operation Procedures and HACCP Systems for Sample Operations. A certificate is given upon successful completion of the HACCP Course.

Note: This course is a prerequisite to all kitchen skills courses. The course and the NRA test must be successfully passed prior to the student participating in any food production course.

Level: Introductory

Prerequisite: Orientation

Professionalism (16 hours)

In this course, students will explore and understand what it means to be “professional” and how this concept relates to a student, a Chef, and the culinary industry. The course is designed to help the student understand and define his or her personal / professional goals, to prepare a marketable resume and cover letter, and to significantly improve the student’s ability to develop and conduct a successful job search. Students will discuss the role of the “Professional Chef” and how the education at SDCI will assist in achieving the student’s goals. The course will discuss the evolution and history of both classic and modern cuisine and the classical brigade structure and its relationship to the professional kitchen.

Level: Introductory

Prerequisite: Orientation

Introduction to Business Management (16 Hours)

This course will give the students a realistic, objective introductory look at and understanding of what is necessary to run a successful business. It will allow students an opportunity to discuss a restaurant's marketing strategy and to determine its effectiveness. The class will explore various methods of advertising and tracking their results and introduce the students to various "controls" that need to be part of a successful business' profitability. Projects and assignments will give the students an in depth understanding of how a basic budget is prepared and maintained. The group will discuss the real meaning of "customer service" and how it greatly affects business. The instructor will teach the students the necessary tools required to cost a menu or a recipe and control a budget through the understanding of basic mathematical equations.

Level: Introductory

Prerequisite: Orientation

Quick Breads, Yeast Breads, & Breakfast Pastries (160 hours)

Students learn to apply the basic principles behind the chemistry of baking to make a variety of breads and breakfast pastries. As they gradually develop their creative skills, students lay a solid foundation in techniques they will apply throughout their studies.

Cakes, Pies, and Tarts (160 hours)

Students further explore their creativity with the production of various cakes, pies, and tarts. This section also covers special occasion cakes such as for birthdays, anniversaries, and other holidays.

Cookies, Individual Pastries, and Petit Fours (136 hours)

All five basic production methods for producing cookies are covered extensively in this section; rolled cookies, piped (bagged) cookies, cookies cut from baked sheets, drop cookies, and icebox cookies. Students also prepare specialized cookies such as petit fours, petit fours sec, and mignardise.

Dessert Sauces, Dessert Containers, & Plated Desserts (160 hours)

In this section, students develop their skills in plate presentation, creating various plated desserts using many of the items they learned to produce in previous sections. New components such as dessert sauces, dessert containers, and garnishing – together with previous creations – are combined to create skillfully-crafted plated desserts.

Chocolate & Other Confections, Marzipan, & Sugar Work (184 hours)

Students learn to temper, hold, and apply couverture to chocolate while developing a comprehensive repertoire in confection making. Students also explore the various forms of sugar work and wedding cakes in this section.

Entrepreneurship (89 Hours)

This course will provide the student with a working, in depth knowledge of restaurant and kitchen management and provide a permanent resource manual in the form of notes and handouts that will assist the student in the early stages of his/her career. The instructor will instill and reinforce the function of a manager and the impact and interact of this individual with staff, employees and management. The content covered in this class will assist students in the development of "people skills" and in understanding the importance of lines of communication. This course will cover the following: restaurant marketing, menus and their design, customer relations, market trends and fads, external advertising and marketing, in house marketing, demographics, psychographics and alignment of restaurant type/style to customers' needs, cost control, food costs and inventory, beverage costs and inventory, liquor licenses, labor costs and scheduling, overheads and other "hidden" costs, management styles and the processes of hiring, firing and evaluations, record

keeping, interview processes, labor laws, kitchen equipment and design, and safety / Workers Compensation.

Final Examination (30 hours)

The Final Exam is cumulative for the entire program. Over the course of 4 days, students will create a wide variety of breads, desserts, pastries, cakes, cookies, chocolates, and garnishes based specific criteria set forth by the Chef Instructor.

Externship (220 hours)

Students perform externships in some of the region’s foremost pastry shops, bake shops, hotels, and resorts. This 220-hour externship allows students to fine-tune their skills while gaining insight into possible employment opportunities upon graduation. SDCI provides placement services for this section. In fact, many students get their first job offers from their externship hosts. Past students have landed externships at a variety of nationally and internationally known properties, including Michelin star-rated restaurants.

Ultimately, it is the student’s responsibility to secure his or her externship; however, SDCI arranges appointments for each student according to preferences. In this initial interview — as with any other employment interview — both student and host discuss their mutual expectations for the externship and arrange hours and the scope of the experience. Once they come to agreement, the student must complete his or her externship, beginning immediately after the completion of on-campus coursework and within a time frame of eight weeks.

Externs are responsible for weekly reporting back to their SDCI Chef Instructor Mentor back on campus, and must meet with their assigned Mentor upon completion of their externship experience. The Mentor assigns a letter grade for the externship according to these weekly reports and feedback from the host.

SUMMARY OF COURSE HOURS

Summary of Course Hours

Orientation	4
Introductory Lecture Series	
Safety/Sanitation and HAACP	24
Professionalism	16
Introduction to Business Management	16
Section II	160
Section III	160
Section IV	136
Section V	160
Section VI	184
Entrepreneurship	89
Final Exam	30
Externship	220
Total Clock Hours	1,190

Student Supply Kit - Pastry

All students are required to have the exact same Student Supply Kit. The required Student Supply Kit is included in the Tuition Fees for the Advanced Professional Diploma in Pastry.

Uniforms- Covered by Tuition and Fees:

- 2 Chef Coats with SDCI Logo
- 4 Chef White Aprons
- 2 Checkered Chef Pants
- 2 Cloth Commis Hats

The following uniform items must be purchased separately:

- Black leatherwork shoes or clogs with grease resistant soles. Canvas shoes and open toed shoes are not allowed.
- Black or white socks.

Tools Covered by Tuition and Fees

1 Equipment Box, containing the following:

- | | |
|--|--|
| 1 Micro Plane | 1 Set Knife Guards |
| 1 Pastry Bag, 14-inch | 1 Set Plain Piping Tips |
| 1 Stainless Steel Swivel Vegetable Peeler | 1 Offset Spatula with 10-inch blade |
| 1 Pastry Bag, 18-inch | 1 29 pc. Cake Decorating Set |
| 1 Melon Baller in different sizes | 1 Straight Spatula (palette knife) knife 9.5- inch |
| 1 Silicone heatproof spatula, 10- inch | 1 Digital Scale |
| 1 Flexible Wire Whip, 12 to 14- inch, including the handle | 1 Straight Mini-Spatula (palette knife), 4-5- inch |
| 1 Silicone heatproof spatula 14- inch | 1 Set of Plain Round Cutters (standard set in graduating sizes) |
| 1 Set Measuring Spoons | 1 Offset Mini-Spatula with 4 to 5-inch blade |
| 1 Table Scraper (Bench Scraper) | 1 Set of Fluted Round Cutters (standard set in graduating sizes) |
| 1 Serrated Cake Knife with 10-inch Blade | 1 Wooden Spoon, 10-inch |
| 1 Plastic Bowl Scrapers (handheld, no handle) | 1 Plastic Cake Comb |
| 1 Paring Knife, 3- inch | 1 Wooden Spoon, 14-inch |
| 1 Sugar Thermometer (non-mercury) | 1 Pastry Tip Couplers |
| 1 8-inch Chef's Knife | 1 Ceramic Knife Honing Rod |
| 1 Instant-Read Digital Food Thermometer | 1 Pastry Brush, 2 ½- inch |
| 1 5-inch Utility Knife | 1 Pastry Brush, 1 ½ - inch |
| 1 Set Star-Tip Piping Tips | |

STUDENT SUPPLY KIT- ITEMIZED PRICES

Uniform Package	\$	156.15
Knives	\$	173.33
Other Small Tools	\$	397.30

Scale	\$	50.00
<i>Baking & Pastry—Master...</i>	\$	41.37
<i>Culinary Artistry</i>	\$	16.67
The Restaurant	\$	55.49
<i>Serve Safe</i>	\$	87.73
Other privately prepared	\$	26.09
Sub-Total	\$	1,006.45
Sales Tax (@ 8.50%)	\$	85.55
		<hr/>
TOTAL	\$	1,092.00
		<hr/>

Text Books Covered by Tuition and Fees

- Baking and Pastry – Mastering the Art and Craft (The Culinary Institute of America), John Wiley and Sons
- Culinary Artistry, John Wiley and Sons
- The Restaurant – From Concept to Operation, John Wiley and Sons
- Serve Safe Course book, National Restaurant Association*
- San Diego Culinary Institute, HACCP Program, Harold Meyberg

Staff Biographies

HAROLD MEYBERG/ FOUNDER

Harold was born in South Africa and immigrated to the United States as a teenager, where he soon after began a career in the food service industry that was to last over 40 years.

Harold majored in Food Chemistry at the Illinois Institute of Technology before co-founding, with his parents, a landmark restaurant in San Jose, California. Once he took over the business, he built the company to include a large catering company, additional restaurants, and a bakery. In the late 80's, Harold sold his business and went to work for the Canteen Corporation, establishing retirement home food programs as well as managing a large Meals-On-Wheels program. But teaching was to be his next endeavor.

Harold had 6 years teaching under his belt when the California Culinary Academy asked him to serve as Managing Director of their College of Food culinary school in La Mesa. When in 2000 CCA chose to close their school, Harold and his wife, Lili, founded SDCI in the same location where that campus stood.

Over the course of his career, Harold educated thousands of culinary students, now working in the industry all over the world. Sadly Harold passed away in March 2004; however SDCI remains a family owned and operated institution, with his wife, Lili, serving as CEO and his son, David, as President.

LILIMEYBERG, FOUNDER/CEO

Lili was born in Venezuela and immigrated to the United States at the age of seven. In Venezuela her father owned a fine food and wine importing business. Good food and fine wines were part of her education as she was growing up.

Lili received her college education from UCLA, UC Berkeley and San Jose State University where she earned her B.A. Her career was in health care marketing and for 22 years she held executive positions in that field, prior to co-founding the school in 2000. Lili speaks Spanish, German, and some French.

DAVIDBADAGLIACCA, PRESIDENT

David joined San Diego Culinary Institute in March of 2003, bringing 20 years of general management experience and a life-long love of education. Prior to coming to SDCI, David served in key management and executive positions managing the growth of small firms. He began his career in education, teaching literature to incoming freshmen at the University of California. After garnering decades of business management experience with work in Marketing and Consumer Food Products, he has now returned to his first love, education.

Throughout his life and career, David's interest in teaching has always played a prominent role. In addition to his experience as a Teaching Assistant, he has planned large educational events for corporate groups numbering in the hundreds, served on speaking panels, and made speech/presentations to large convention audiences. Over the course of his career, David has demonstrated his skill with curriculum development, teaching methodology, as well as with public speaking and instruction before audiences in both the United States and Europe.

Since joining SDCI, David has presided over a doubling of the school's physical plant and a more than five times increase in its enrollment while maintaining graduation and placement statistics exceptional in the industry. He recruited the core management staff and mentored the professional development of other key staff members into supervisory and management positions.

David graduated with Honors from the University of California at Santa Cruz with a BA in Comparative Literature. While attending UCSC, he served as a Teaching Assistant (a teaching post normally reserved for graduate students), teaching several classes of incoming freshman a college core course in literature.

Awards and Accolades

Over the course of his career, David has garnered a variety of awards and notices for his work, including a Clio award for advertising and coverage in the New York Times, on CNN, in Entertainment Weekly, as well as many other major press outlets. David speaks fluent Italian and conversational Spanish.

SAN DIEGO CULINARY INSTITUTE FACULTY

About Our Faculty

As a student of SDCI, you will work in the kitchen and throughout most of your studies directly with one of our highly qualified Chef Instructors (in addition, you may also work for short periods of time with a guest instructor or a specialist in lecture classes such as Safety and Sanitation). While in kitchen lab classes, you will be one of no more than 16 students in the classroom equipped with working cook stations and tools sufficient to accommodate every member of the class at all times. While at SDCI, every student in the kitchen lab prepares food every day.

All Chef Instructors at SDCI must possess a minimum of five years Executive Chef Experience (as a supervisor of multiple food service operations and at least two other senior culinary professionals) and normally a minimum of 20 years total culinary experience. We can identify no culinary school with stricter policies of minimum experience for its Chef Instructors, and you will work with those instructors, side-by-side, every day in the lab, throughout your course of study.

Professional Designations

At SDCI we place a great deal of emphasis on continuing professional development. To that end, we require our chefs to earn certain professional designations from the ACFEF (American Culinary Federation Educational Foundation), the leading educational foundation for chefs in the United States.

All chefs at SDCI must hold or earn the CEC (Certified Executive Chef) or the CEPC (Certified Executive Pastry Chef) designation within their first year of employment. The CEC certification is designed to identify those chefs who have demonstrated a level of culinary competence and expertise through their education, work experience, culinary knowledge and skills that is consistent with the Executive Chef level. The CEC designation demonstrates a minimum level of professional achievement that we believe any competent Chef Instructor should easily meet.

In order to qualify for the CEC designation, a chef must possess significant work experience, must meet demanding educational requirements, and must pass both written and live practical (cooking) examinations that test a chef's practical knowledge as well as his or her skill in the kitchen. These tests are demanding and many chefs fail on their first attempt.

In addition to the CEC designation, all of SDCI's chefs must now earn the CCE designation as well (Certified Culinary Educator). As of the date of the publication of this catalog, all but one of SDCI's Chef Instructors has also earned the CCE designation. The remaining Chef Instructor is in the process of completing his designation and should complete his work shortly.

CHEF LARRY LEWIS, CEC, CCE

Program Director / Sr. Executive Chef

San Diego Culinary Institute

Chef Larry Lewis has served as Program Director and Sr. Executive Chef of San Diego Culinary Institute since 2005. In this role, Chef Lewis has been a driving force behind SDCI's rigorous and comprehensive educational standards as well as the unique Commis Culinary curriculum.

Chef Lewis brings over 33 years of experience as a Chef, educator, author, and restaurateur throughout a career spanning six continents and touching on virtually every major niche of the culinary industry, including: restaurants, catering, cruise ships, resort hotels, and of course education. His career began as a teenager, working directly under the wing of the Executive Chef of the prestigious Southern California restaurant St. Moritz, and has led him across six continents as both a Chef and culinary educator.

Chef Lewis's career in culinary education began with the highly regarded Western Culinary Institute, where he soon rose to the position of Executive Chef. When the school was acquired by the school conglomerate Career Education Corp. (CEC), he assumed corporate-level responsibilities, traveling from campus to campus, instituting the Cordon Bleu, North America curriculum in virtually every culinary school in their system.

After a period of several years, he left CEC and joined Cordon Bleu International, where he oversaw curriculum and the development of several new campuses in Asia, Europe, and South America.

Most recently, before joining SDCI, Chef Lewis founded a restaurant in Kuwait where he has prepared meals for the Royal Family and many other international dignitaries, and in which he still retains an interest.

Since joining SDCI, Chef Lewis has made countless contributions to the organization and its spirit. No student graduates from SDCI without the opportunity to work with Chef Lewis and benefit from his peerless experience and knowledge.

Awards and Accolades

- Recipient of Gold, Silver, Bronze, First Place, and "Best of Show" awards in Hot Food, Cold Food Salon and Ice Carving categories in American Culinary Federation sanctioned competition.

- Recognized as "Oregon Chef of the Year" (1994)
- Recipient of Teachers' Excellence Award (State of Oregon)
- Wrote *Catering Solutions* (Prentice Hall Publishing)
- Host of a cooking show for FOX in the Portland, OR area
- Published articles in *The National Culinary Review* and *Bouquet Garni* Produced series of educational cooking videos (in conjunction with Wyden-Kennedy).
- Most recently, Larry appeared in the new television series *Haute Plate*, for San Diego Culinary Institute. He is certified by the American Culinary Federation as both a Certified Executive Chef (CEC) and a Certified Culinary Educator (CCE).

CHEF ERIC BADINIER, CEC

Chef Instructor, Cuisine

With more than 40 years of culinary experience Chef Badinier knows his way around a gourmet kitchen. Starting his career right out of high school, he apprenticed at the Sofitel Sevres and attended CFA Mederic in Paris, France where he began to master the craft he calls "both an art and a science." Here in the U.S., Badinier refined his skills in five-star restaurants such as the Ritz Carlton in Palm Springs and The Meriden Hotel in Coronado. He was Executive Sous Chef at both the Saint Thomas Westin VA and the Manchester Grand Hyatt, and Executive Chef at The Santaluz Country Club in San Diego.

CHEF YVES FOURNIER, CEPC, CCE

Executive Chef Instructor, Pastry

Chef Yves Fournier was born and raised in Annecy, France. Trained in France, Chef Fournier brings to San Diego Culinary Institute over 20 years' baking and pastry experience and 8 years' experience as head Pastry Chef. He began his career in France and moved to the United States as Executive Pastry Chef for resorts such as Ritz Carlton Hotel Rancho Mirage, Fairmont Hotel San Francisco, Hyatt Regency San Diego, and Le Meridien. Chef Fournier has participated in a variety of local and national competitions, including the 2001 National Pastry Championship, where he won awards for Best Team Spirit and Best Sportsmanship. He also helped train several SDCI students, where under his guidance they won silver medals in American Culinary Federation sanctioned competitions in both wedding cakes and chocolate work.

CHEF KURT WAEFLER, CEC, CCE

Executive Chef Instructor, Cuisine

Chef Waefler was the first employee hired by San Diego Culinary Institute. He is a superior instructor with over 29 years of total culinary experience, including over 14 years as an Executive Chef and over 10 as a Chef Instructor. His background in restaurants, hotels, country clubs, and catering gives him a wealth of real world experience to share with students. Mr. Waefler has competed in food shows and received the Gold, Silver and Bronze medals from the American Culinary Federation. He has worked as a personal chef for celebrities and the U.S. Olympic Ski Team.



8024 La Mesa Blvd., La Mesa, CA 91942
T: 619.644.2100 ~ F: 619.644.2106
www.sdcinc.com

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment. The catalog contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Person Eligible for Veteran Benefits):

Signature: _____

Date: _____

Enrolled by (Print Name): _____

Signature: _____

Date: _____