



6550 Camp Bowie Boulevard, Suite 110
Fort Worth, TX 76116
817.737.8427
info@csftw.edu
www.csftw.edu

Volume 21.1
Revised 05/30/19
Published 05/30/19
Effective 2019

*The Culinary School of Fort Worth
is
Accredited by ACCET*



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING

Table of Contents

Mission Statement..... 4

Welcome to The Culinary School of Fort Worth..... 4

History of The Culinary School of Fort Worth 5

Key Staff and Faculty 5

Facilities and Equipment 6

Certification and Professional Memberships 6

Advisory Board 6

Tuition and Fees 7

The Professional Culinary Program7

Cost of Attendance.....8

Scholarship and Financial Aid.....8

Delinquent Accounts8

School Calendar..... 8

Enrollment Periods.....8

Observed Holidays and Breaks.....8

Term Dates9

Hours of Operation 9

Class Schedules..... 9

The Professional Culinary Program (PCP)9

Servsafe Seminar.....9

Admission and Enrollment Policies 10

Admission Requirements.....10

Admissions Procedure10

Special Needs.....10

Non-Discrimination Policy10

Registration11

Culinary Financing Plan.....11

Potential Externship Requirements.....11

Transfer of Credit Policy (clock hours)11

Methods of Payment.....	11
<i>Cancellation Policy.....</i>	12
<i>Refund Policy.....</i>	12
Refund Policy for Seminars	14
<i>The Professional Culinary Program</i>	16
Topic Descriptions.....	16
<i>Class Structure.....</i>	17
The Professional Culinary Program (PCP):	17
Grading and Weighing System	17
<i>School Policies</i>	18
Satisfactory Academic Progress Policy (SAP).....	18
Attendance	18
Internal SAP Evaluation Points.....	20
Transfer Hours	21
Academic Progress	21
Academic Year Definition:	22
Course Incompletes, Withdrawals, and Repetitions.....	22
Re-entry and Interruptions	23
Re-enrollment Policy	23
Grading Rubric	24
Termination	25
Make-up Work	25
Leaves of Absence	25
Student Conduct Policy.....	25
Class Requirements	26
Uniform Requirements	26
Personal Hygiene Requirements and Grooming.....	27
Code of Ethics	27
Safety Contract	27
Harassment Policy.....	28
Complaint Procedure.....	28
Retaliation Prohibited	28
Penalties.....	28

Drug and Alcohol Use29

School Closings.....29

Requirements for Graduation29

Student Services.....29

Placement Assistance29

Student Grievances/Complaints.....30

Family Education Rights and Privacy Act (FERPA) 32

Procedure for Inspecting or Reviewing Student Records.....33

Procedure for Amending Student Records.....33

Copyright Policy..... 33

Academic Dishonesty Policy 34

Cheating and Plagiarism34

Definition of Cheating34

Definition of Plagiarism34

Medical Emergencies 34

Use of Cellular Telephones 34

Mission Statement

The Culinary School of Fort Worth exists to prepare students to exemplify a standard of excellence in their culinary community.

Welcome to The Culinary School of Fort Worth

Our program provides the essential chef skills and working knowledge to equip you for a wide range of exciting culinary careers. Personal Chef, Caterer, Restaurants, Hotels, Cruise Ships- the possibilities are endless.

The target student is anyone who:

- Is self-motivated
- Is passionate about culinary arts
- Has a high regard for excellence
- Wants to gain broad-based working knowledge of cooking
- Wants to secure a career in a professional kitchen with appropriate working knowledge & skills.
- Desires a career as a chef, caterer, food-related business owner or entry level cook
- Already works within the industry and is looking for additional culinary training

The Professional Culinary Program (PCP) emphasizes gastronomy (the art and science of good cooking and eating), culinary arts, baking and pastry arts and kitchen management with an emphasis on day-to-day operations. The (PCP) program prepares individuals for jobs in a food related profession. Graduates may find employment opportunities with restaurants, hotels, cruise ships, catering companies, as personal chefs, entry-level cooks or entry-level bakers. Students will learn basic and advanced culinary skills, Garde Manger (cold side of the kitchen), nutritional cooking, World cuisines, basic and advanced baking techniques, lean and enriched yeast doughs, pastry doughs, basic and advanced cakes and tortes and custards and creams. Essential business-related topics include: menu development, pricing and costing of goods, food safety and sanitation, mise en place and kitchen organization. Lastly, students will explore the history of food and study trends and topics including: molecular gastronomy, classic versus modern techniques and fusion cuisine.

Servsafe Food Protection Manager Seminar provides education and resources to prevent the potential for food borne illness in all areas of an operation. The course is specifically designed for Food Managers that will train staff, receive orders and oversee front and back of house employees. ServSafe provides tools for maintaining food safety throughout the flow of food from preparation to service as well as guidelines for ensuring that food remains safe for consumption. The seminar consists of a full course of instruction and proctored exam resulting in a total of 8 contact hours. Total cost for the seminar is \$200 which includes the following textbook: **SERVSAFE Manager 7th Edition ESX7** by National Restaurant Association-Servsafe. There are no admission requirements for this seminar.

History of The Culinary School of Fort Worth

The Culinary School of Fort Worth, founded by Bill and Judie Byrd in 1988, began as a hobbyist school focusing on educating home cooks. In 2006, the school received its first certificate of approval as a licensed career school by Texas Workforce Commission. National accreditation by ACCET, Accreditation Council for Continued Education & Training, was achieved in 2012. In 2014, ownership changed which resulted in additional investment that allowed a shift in focus from hobbyist to more professional training. As a result, in 2017 The Culinary School of Fort Worth's Professional Culinary Program became accredited by the Accrediting Commission of the American Culinary Federation Education Foundation. Then in 2018, the school was approved to participate in Federal Student Aid programs (Title IV, HEA).

Key Staff and Faculty

Name	Title	Subjects to be Taught	Degrees/Training
Weiser Resolution- CSFW, LP dba The Culinary School of Fort Worth-John Weiser, Scott Wade	Owner/Owner	None	
Scott Wade	President / Director of School	None	BBA, Baylor University
Danielle Rueter	Director of Compliance & Financial Aid	None	AA, Saint Petersburg College
Amy Jewell	Admissions Coordinator	None	BFA, University of North Texas
James Creange	Marketing Coordinator & Career Services	None	BS, Texas Christian University
Casey Gaines	Office Manager	None	
Ethan Starr	Kitchen Operations Manager/Chef Instructor	Professional Culinary Program I, II, III, IV	10+ Years Culinary Experience
Mark Hitri	Chef Instructor	Professional Culinary Program I, II, III, IV	20+ Years Culinary & Baking Experience
Lauren Buffa	Curriculum Manager/Chef Instructor	Professional Culinary Program I, II, III, IV	BS, Texas A&M Culinary Arts Certificate
Edward Gutierrez	Chef Instructor	Professional Culinary Program I, II, III, IV	13+ Years Culinary Experience Culinary Arts Certificate
Jason Avelson	Chef Instructor	Professional Culinary Program I, II, III, IV	BAS-Tarleton State University
Jeff Thompson	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	Culinary Arts Certificate
Jennifer Williams	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	10+ Years Culinary Experience
Maddie Sharp	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	AAS, Culinary Arts
Carl Phillips	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	30 + Years Baking and Pastry Experience
Michael Gantz	Adjunct Chef Instructor	Professional Culinary Program I, II, III, IV	AAS, Culinary Arts
Ched Pagtakhan	Adjunct Chef Instructor	Professional Culinary Program I. II. III, IV	AAS. Triton College

Facilities and Equipment

The Culinary School of Fort Worth is conveniently located at 6550 Camp Bowie Boulevard in the Historic Camp Bowie District of Fort Worth. The School has 12,000 square feet of kitchen, lab, and event space, equipped with 12 gas ovens and cook tops, 8 convection ovens, 3 deep fryers, a griddle, steel prep tables, walk-in refrigerators and freezers, laminator, salamander/broiler, meat slicer, induction burner, and all the pots, pans and utensils to effectively learn the chef skills you need. Each class is limited to (20) students per instructor.

Certification and Professional Memberships

The Culinary School of Fort Worth is licensed as a post-secondary career-training center by the Texas Workforce Commission Career Schools and Colleges and is accredited by the Accrediting Council for Continuing Education and Training. The Culinary School of Fort Worth is a member of the Texas Chefs Association and American Culinary Federation national and local chapters.

Advisory Board

1. Richard Miller--Human Resources--The Mansion at Turtle Creek
2. James Morris--Executive Chef--Mira Vista Country Club
3. Ginger Blazek—Owner—Zen Zero Kitchen
4. Kim Church—Dept Chair, Culinar Arts—Northside High School, FWISD
5. Russel Kirkpatrick – General Manager – Reata
6. Ched Pagtakhan—Owner—Just Encased
7. Patrick Mitchell—Executive Chef/Culinary Advisor—Ben E. Keith

Tuition and Fees

The Professional Culinary Program

The Professional Culinary Program (PCP) includes the following subjects: Professional Culinary Program I (PCP I), Professional Culinary Program II (PCP II), Professional Culinary Program III (PCP III) and Professional Culinary Program IV (PCP IV).

	Cost	Sales Tax	Total
Tuition	\$17,466.60	\$0.00	\$17,466.60
Uniform Fee	\$216.45	\$17.86	\$234.31
The uniform package includes (2) chef coats, (2) pairs of pants, (3) aprons, (2) neckerchiefs, (2) toques.			
Knife Roll	\$385.13	\$31.77	\$416.90
The knife roll will include a chef's knife, boning knife, paring knife, offset serrated knife, peeler, steel, bowl scraper, carving knife, bench knife, heat resistant scraper, citrus zester, scissors, microplane, instant read thermometer, candy thermometer, timer, measuring spoons, whisk and carrying case			
Pastry Kit	\$78.06	\$6.44	\$84.50
The pastry kit will include a chocolate thermometer, piping bag, pastry tips, squeeze bottle, wooden spoon, and measuring cups.			
Textbook: On Baking 3 rd Edition by Labensky and Martel ISBN 9780133886757	\$100.00	\$8.25	\$108.25
Textbook: On Cooking 6 th Edition by Labensky and Martel ISBN 9780134441900	\$100.00	\$8.25	\$108.25
Textbook: Servsafe Manager. 7 th ed. (with answer sheet), National Restaurant Association ISBN 9780134812335	\$75.00	\$6.19	\$81.19
Program Total			\$18,500.00

All supplies must be purchased through The Culinary School of Fort Worth and are required in order to participate in all classes.

The following must be purchased by the student and are not included in the calculated tuition.

- Black Non-Slip Closed-Toed / Closed-Back Shoes
- Serve Safe 2 Year Food Handlers Certification or 5 Year Food Protection Manager Certification (*only needs to be purchased if failure at first attempt included as part of Professional Culinary Program*)

Recipes for each class will be accessible on the online student portal. All students are responsible for printing recipes prior to the start of class.

Cost of Attendance

	<u>Tuition</u>	<u>Books/Supplies</u>	<u>Reg. Fee</u>	<u>Other</u>	<u>Loan Fees</u>	<u>Room and Board</u>	<u>Personal</u>	<u>Transportation</u>	<u>Total</u>
Dependent (living with parents)	\$17,367	\$1,033	\$100	\$0	\$101	\$3,942	\$2,331	\$1,503	\$26,377
Dependent (living on own)	\$17,367	\$1,033	\$100	\$0	\$101	\$7,794	\$2,331	\$1,503	\$30,229
Independent	\$17,367	\$1,033	\$100	\$0	\$101	\$7,794	\$2,331	\$1,503	\$30,229

Scholarship and Financial Aid

The Culinary School of Fort Worth does not offer any scholarships at this time. The CSFTW has a Culinary Financing Plan (CFP). Additionally, the government makes funds available for use for education of qualified individuals including:

- GI Bill® – Veteran’s Assistance through the Veteran’s Administration
- Texas Workforce Solutions
- Federal Student Aid-PELL Grant, Direct Loans (OPEID 04276400)

Delinquent Accounts

All tuition and fees must be paid prior to the start of each semester unless the student is on an approved payment plan. If a student’s account is not current, he/she may not be permitted to attend classes until the account is current. The student will receive 0/100 grades for the classes that they miss while their account is past due and as such will possibly be required to re-pay and re-take the course if they do not meet the minimum requirements to pass the course.

School Calendar

Enrollment Periods

Winter	January
Spring	April
Summer	June
Fall	September

Observed Holidays and Breaks

New Year’s Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Week
 Christmas Week
 Spring Break

Term Dates

The Professional Culinary Program (PCP)

A new cohort begins when the previous cohort begins externship, typically every 4-5 months

Hours of Operation

The School offices are open Monday – Friday from 9:00am - 5:00 pm. During these times, you may make an appointment to enroll at The School, tour the facilities, meet with our faculty and staff, purchase supplies, or ask any general questions. When classes are not in session, office hours may be limited.

Class Schedules

The Professional Culinary Program (PCP)

Each semester* consists of approximately (35) classes which are (5) hours per day in conjunction with an on-site internship of (6) hours per semester in PCP I, II and III and (7) hours in PCP IV, as well as an off-site externship of (210) hours given in Professional Culinary Program IV (PCP IV). Each semester is contingent on minimum enrollment. At some point during each semester there may be vacation time that reflects the holidays that fall during the semester. Class days and times are subject to change.

Each (5) hour class begins with lecture. Kitchen lab time begins directly after lecture. During kitchen lab time, students will be assigned to lab tables and will work together to prepare and present dishes relevant to the daily class topic. These dishes will be critiqued on presentation, technique, accuracy, etc. Students will be responsible for their own cleaning and dishes.

Servsafe Seminar

The Servsafe seminar is offered as needed. It is a one-day course consisting of 7 hours of lecture, 1-hour proctored exam, 30-minute lunch break and a total of 30 minutes of breaks between subjects. Exams are sealed and sent to Servsafe for grading. Certificates are awarded directly to the student from Servsafe. Seminar dates and sign up deadlines are posted at www.csftw.edu

Admission and Enrollment Policies

See Current Consumer Information Catalog for Full Admissions Policy

Admission Requirements

Individuals applying for the program are required to:

1. Be at least 18 years of age
2. Present proof of (high school diploma or GED certificate or higher education).
3. **A (1) Page Essay** stating why you would like to attend The Culinary School of Fort Worth, your expectations of this program, as well as what you hope to accomplish upon graduation and,
4. **(2) Letters of Recommendation** stating why you would be a positive addition to the student body at The Culinary School of Fort Worth.
5. \$100 Application Fee

Individuals registering for the Servsafe Seminar are required to:

1. Be at least 18 years of age
2. Be employed or have interest in a career in the food service industry

Admissions Procedure

Students are encouraged to attend an information session prior to applying for admission. Please call the school for upcoming sessions. Information sessions include information about the school and curriculum, expectations, tour, and provide an opportunity to learn about the school and ask questions. Parents and/or significant others are encouraged to attend. Students should register and apply for admission early to ensure class availability.

Special Needs

Any student with a documented need for special accommodations should notify the Admissions Office during the application process. The Culinary School of Fort Worth complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, reasonable accommodation or services are provided to qualified students with disabilities.

A request for accommodation or services is deemed reasonable if the request:

- Is based on documented individual needs.
- Does not compromise essential requirements of a course or program.
- Does not impose a financial or administrative burden on The Culinary School of Fort Worth beyond that which is deemed reasonable and customary.
- Is within the scope of The Culinary School of Fort Worth's control.

Non-Discrimination Policy

The Culinary School of Fort Worth does not discriminate on the basis of race, religion, national origin, age, sex, sexual preference, or disability in the admissions process. In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the demanding physical and mental nature of cooking.

Registration

There is a non-refundable \$100 application and registration fee.

Culinary Financing Plan

Late fees will be defined within the terms of the Texas Retail Installment Contract. The late fees will follow the Texas state law guidelines for consumer loans.

Potential Externship Requirements

Some of our externship partners may require drug screening and/or background check as part of their application process.

Transfer of Credit Policy (clock hours)

Subjects including Basic Culinary Skills and/or Basic Pastry Skills with a grade of B or better earned at other accredited institutions may be transferred to The Culinary School of Fort Worth based on the comparability of the nature, content, and number of hours earned to that offered by The Culinary School of Fort Worth. No more than 50% of the required program may be transferred and the hours being transferred must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript, catalog or course description, and syllabus sent by the accredited institution to The Culinary School of Fort Worth at least 4 weeks prior to the desired start date. The School Director, Director of Education and Director of Compliance will review the documentation to determine if the credits will transfer. If the transfer is accepted, the program fees will be adjusted according to the subjects being accepted.

If a student wishes to appeal the decision, they will submit, in writing, a letter justifying the appeal. The Culinary School of Fort Worth will appoint a staff member without bias to review the documentation and submit an opinion.

The Culinary School of Fort Worth cannot guarantee transferability to other institutions of successfully completed subjects taken at The Culinary School of Fort Worth. Assistance will be provided to students requesting a transfer of course credit to other institutions, including, but not limited to, providing guidance or counseling and providing an official transcript, syllabi, or course outline. Request must be submitted in writing and in a timely manner. All hours attempted count towards the Quantitative Maximum Time Frame requirement. (125% for Title IV and 150% Academic)

Methods of Payment

Unless otherwise approved by the Director of School in writing, tuition is paid either per semester prior to the start of the semester or per month for each course in which a student is enrolled. ACH AutoPay is required for all cash payment plans of tuition and fees. Check and/or credit cards are accepted for additional supply purchases. **If a student's account is PAST DUE, they may be ineligible to continue in the program.**



Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. A full refund will be made to any enrolled applicant rejected by the school or cancellation of program by the school.

Refund Policy

1. Refund computations will be based on scheduled course time* of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays (except those occurring during externship) will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The last day of attendance, if the student is terminated by the school;
 - b) The date of receipt of written notice from the student; or
 - c) (10) school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the (72) hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

1Refund worksheets will be processed based on portions. Each semester is equal to one portion. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- An enrollee is not accepted by the school;
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - satisfactorily completed at least 90 percent of the required coursework for the program; and
 - demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.** A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

7. (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

The Professional Culinary Program

Subject #	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
PCP I	Professional Culinary Program I	35/140/ 6/181
PCP II	Professional Culinary Program II	35/140/ 6/181
PCP III	Professional Culinary Program III	35/140/ 6/181
PCP IV	Professional Culinary Program IV	28/112/217/357
	Total Hours	133/532/235/900

The time required to complete this program is approximately (35) weeks with (5) hours of instruction (5) days per week for a total of (133) classes. (235) of the scheduled hours during the program will be an event internship that students can gain catering/event-planning experience, as well as an externship where students will be placed off site in a professional setting. Approximately (7) weeks is required to complete each semester with the exception of Professional Culinary Program IV which will take (14) weeks. There may be vacation days scheduled within subjects depending on which holidays fall within the semester. The Professional Culinary Program (PCP) certificate from The Culinary School of Fort Worth is awarded to students who have satisfactorily completed all four subjects; PCP I, PCP II, PCP III and PCP IV.

Topic Descriptions

PCP I- Professional Culinary Program I

Students will learn culinary skills such as knife skills, cooking techniques, identification of kitchen equipment and products, time management, food service and food preparation, producing stocks, soups and sauces, and egg cookery. Students will learn about meat and seafood fabrication, poultry fabrication, as well as starch, fruit and vegetable cookery. Students will also get an intro to kitchen management. (Lec 35 Cl Hrs / Lab 140 / Int 6 Cl Hrs) [Prerequisites: None]

PCP II- Professional Culinary Program II

Students will explore international and regional cuisine and gain experience with day to day operations, food production and service. Students will get an intro to pastry with mixing methods, enriched and yeast dough, cakes, pies, tarts, and laminated doughs. Students will work on recipe development and plate presentation for their Friends and Family event. (Lec 35 Cl Hrs / Lab 140 / Int 6 Cl Hrs) [Prerequisites: PCP I]

PCP III- Professional Culinary Program III

Students will gain a basic understanding of nutrition and plant-based diets. Students chefs will learn garde manger preparation and cookery as well as local and International classic cuisines. In order to advance the students' experience in kitchen management, students will learn recipe costing, menu engineering and ingredient substitution. Finally, students will put on a Friends and Family Event to practice plating, timed cooking, food critique, recipe development and classic techniques. (Lec 35 Cl Hrs / Lab 140 / Int 6 Cl Hrs) [Prerequisites: PCP I, PCP II]

PCP IV- Professional Culinary Program IV

Students will refine their culinary skills and continue their training in international cuisine, advanced pastry techniques and topics including beverage service and pairing. Finally, the students will be introduced to the principles of line order cooking and plan a final Friends and Family event to practice front of the house service and line cooking. (Lec 28 Cl Hrs /Lab 112 Cl Hrs/210 Externship/7 Int Hrs) [Prerequisites: PCP I, PCP II, PCP III]

Class Structure

The Professional Culinary Program (PCP):

- Lecture and hands-on learning
- Preparatory homework as assigned
- Classes meet (5) days per week for (5) hours each class
- The schedules and times depend on enrollment. Review www.csftw.edu for details.
- Class sizes are no larger than (20) students
- All instructors are professionally trained in the culinary arts.
- PCP I, PCP II, PCP III are each (7) weeks (excluding any holidays that fall within the time frame) and PCP IV is (14) weeks (excluding any holidays that fall within the time frame, except those that fall during externship). Each class/course is considered a semester.
- Grading Periods: Grades will be evaluated and issued at the end of each semester
- Throughout the program, each student will complete (25) total hours of an event internship. After completing the first three semesters of the program (PCP I, PCP II and PCP III), each student will take part in externship for (8.5) weeks during the fourth semester: PCP IV

Grading and Weighing System

The school uses a 0-100% grading system to grade assignments, midterm, written final exam, and final practicum. Grades will be weighted in the following categories:

PCP I-III: Classroom/Lab Hours (70%), Midterm Exam (5%), Final Cooking Exam (15%), Final Written Exam (10%).

PCP IV: Classroom/Lab Hours (40%), Midterm (5%), Externship (20%), Internship (10%), Final Cooking Exam (15%), Final Written Exam (10%)

Grade	Percentage	GPA
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
F	0-69	0.00

Students will be given a grade for each class based on the food produced as well as attention to detail, uniform, safety and sanitation practices, team work and adaptability.

School Policies

Satisfactory Academic Progress Policy (SAP)

The satisfactory academic progress (SAP) policy applies to all students enrolled in an ACCREDITING AGENCY and STATE AGENCY approved program whether receiving Federal Title IV, HEA funds. The Professional Culinary Program (900 clock hours and 35 weeks) is the only course that is currently eligible for Title IV, HEA funding.

All students entering The Culinary School of Fort Worth must make satisfactory academic progress (SAP) toward their program completion. Satisfactory academic progress is measured both qualitatively and quantitatively. These measurements include cumulative results during all periods of the student's education. All students will have full access to their grades and assignments on Orbund, the online course management program which is located at www.server16.orbund.com. Students will be given a username and password to access their courses. Any discrepancies or questions about grades should be made in writing or by email to info@csftw.edu.

Attendance

Late arrivals may enter school until 20 minutes after class/scheduled shift begins. Students who are more than 20 minutes late will not be allowed to attend class and will receive a 0 grade for that class. Students that are 1 to 19 minutes late will have points deducted from their grade for that class.

Early dismissal: All students are required to stay until the kitchen is cleaned and class has been dismissed. If a student needs to leave early, it must be discussed with the chef instructor prior to beginning of class that day.

Attendance will be recorded every single class day. It is the chef instructors' responsibility to mark each student on the attendance sheet as present or absent. The attendance information will be updated in the school's online portal on a daily basis. This will tally the student's attendance percentage into one final percentage for each semester. Students must attend a minimum of **80%** of the contact hours in each course. The student is responsible for class material and/or tests missed while absent. Students who miss 8 school days in semester (1), (2), or (3) may be terminated on the 8th missed school day as an unofficial withdrawal. Students may only miss a total of (4) classes in the 4th semester. If a student fails to turn in on time (2) of the weekly assignments in externship, the student may be terminated from the program.

**Quantitative Requirements = Maximum Time Frame:
 For Title IV, HEA Funding Purposes**

The maximum time frame for financial aid purposes is equal to 1.25 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. An LOA will extend the student’s contract period and max time frame by the same number of days taken in the LOA.

Example for Professional Culinary Program would be $900 + 225$ clock hours = 1,125 scheduled hours

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
	Scheduled Hours	Weeks
Professional Culinary Program - 900 clock hours	1,125	43.75

For Maximum Time Frame at CSFTW (separate from financial aid)

The maximum time frame in which a student can complete their program is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. An LOA will extend the student’s contract period and max time frame by the same number of days taken in the LOA.

Example for Professional Culinary Program would be $900 + 450$ clock hours = 1,350 scheduled hours

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
	Scheduled Hours	Weeks
Professional Culinary Program - 900 clock hours	1,350	52.5

Internal SAP Evaluation Points

The internal SAP checkpoints for CSFTW are as follows:

Semester	Scheduled Hours	Pace of Completion	Required Minimum GPA
Semester 1	1-90	80%	70%
Semester 1	91-181	80%	70%
Semester 2	182-271	80%	70%
Semester 2	272-362	80%	70%
Semester 3	363-450	80%	70%
Semester 3	451-543	80%	70%
Semester 4	544-634	80%	70%
Semester 4	635-770	80%	70%
Semester 4	771-900	80%	70%

Title IV, funding and SAP Evaluation points

SAP evaluation periods are based on when the student has successfully completed the scheduled clock hours for the payment period. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Professional Culinary Program which is 900 clock hours and 35 weeks of instruction, the funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>1</i>	<i>1</i>	<i>0</i>	<i>*Direct Loan has a 30-day delay for first time borrowers</i>
<i>2</i>	<i>450</i>	<i>17.5</i>	<i>*</i>

* Students must meet their clock hour, weeks of instruction, attendance and minimum cumulative grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

Transfer Hours

Please refer to the Transfer of Credit Policy.

Students wishing to obtain transfer of credit should have an official transcript, catalog or course description, and syllabus sent by the accredited institution to The Culinary School of Fort Worth at least 4 weeks prior to the desired start date. The School Director, Director of Education and Director of Compliance will review the documentation to determine if the credits will transfer. If the transfer is accepted, the program fees will be adjusted according to the subjects being accepted. Accepted transfer of credits count as both attempted and completed hours for pace of completion purposes.

Academic Progress

Qualitative Progress:

The student must maintain a grade point average in each semester of at least 70% based on all classes, homework, written final exam and final practicum and completion of all required lab practicum hours. When a semester is repeated, the new grade will replace the original grade for the purposes of the calculation of the GPA (and restoration of Title IV eligibility if applicable).

Quantitative Progress:

Students are required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% of the scheduled class hours on a cumulative basis during each internal SAP checkpoint.

The school uses a 0-100% grading system to grade homework assignments, the written final exam, and final practicum. Grades will be weighted in the following categories for semesters 1-3: Classroom/Lab Hours (70%). Midterm Exam (5% of overall grade). Final Written Exam (10% of overall grade). Final Cooking Exam (15% of overall grade). The 4th semester is as follows: Classroom/lab hours (40%), Externship (20%), Internship (10%), Midterm (5%), Final Cooking (15%), Final Written (10%).

<u>Grade</u>	<u>Interpretation</u>	<u>Average</u>	<u>Grade Point</u>
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
F	Failing Below	60%- 69%	0.0
I	Incomplete		
W	Withdrawal		
LOA	Leave of Absence		

Each student must attend class, participate in the lab/externship work, and prove to the instructor that the daily topic was understood through question answering and actual cooking. Each student will be given a grade for each lab based on the food they produced as well as the student's attention to detail, uniform, safety and sanitation practices, team work and adaptability.

Students will receive a grade for each class. Students' grades are typically made available within 48 hours of the completion of each course. In the event of an apparent error in a grade, it is the student's responsibility to contact the instructor to make the appropriate correction.

Grade reports and transcripts are available to students through the Office of Compliance.

Academic Year Definition:

The Culinary School of Fort Worth's academic year is defined as 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

If Student Is Not Meeting SAP At Internal SAP Checkpoints:

At each internal SAP checkpoint, if a student is not meeting SAP then an academic plan will be developed by the Director of Education and the student to ensure that the student is able to meet the school's SAP requirements by the end of that semester. The plan may include more frequent SAP checkpoints before the end of the normal evaluation period. The plan may include (not limited to) the following:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the end of that grading period.
- Maintain a grade point average that will ensure the student will meet Satisfactory Academic Progress by the end of that grading period.
- The academic improvement plan will be monitored by the Director of Education and communicated regularly to students.

If Financial Aid Student Is Not Meeting SAP at Official Title IV, HEA SAP Evaluation Point:

At the 450-hour SAP evaluation point, if a student is not meeting SAP then an academic plan will be developed by the Director of Education and the student to ensure that the student is able to meet the school's SAP requirements by the end of that semester (70% GPA and 80% Pace of Completion). The student will also at this time be placed on Title IV warning and will be notified of the Title IV warning. The student will still be eligible for Title IV for the payment period. The plan may include more frequent SAP checkpoints before the end of the normal evaluation period. The academic improvement plan will be monitored by the Director of Education and communicated regularly to students.

A student who has been placed on an academic plan and is making progress on that plan is still considered to be an eligible student. If a student is not making progress on the academic plan and therefore does not meet SAP by the end of the semester, then this student will be terminated and no longer eligible for federal financial aid for that enrollment period. If the student wishes to re-enter the school, then they will have to go through the financial aid process again.

Course Incompletes, Withdrawals, and Repetitions

Course incompletes, withdrawals, repetitions and have no effect on the GPA component of the institution's SAP. Course incomplete, withdrawals, and repetitions do affect the pace of completion component of the institution's SAP. Any student that reenrolls after an incomplete or withdrawal will start the program at the beginning of the grading period in which they left off. The pace of completion will be updated accordingly.

Re-entry and Interruptions

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Admissions Coordinator for placement in the curriculum and student kit needs. Re-enrolling students may be required to purchase a more updated school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Re-enrollment Policy

A student terminated for unsatisfactory progress cannot be readmitted until a minimum of one course has passed. To be readmitted, the student must have a meeting with the Admissions Coordinator and get approval for re-enrollment. If a student is terminated due to poor attendance, then the student may not reenter before the start of the next semester.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Grading Rubric

SAFETY AND APPEARANCE				Points
Clothing and Appearance 0-5 points	0 1 2 Non-professional appearance, attire and/or grooming	3 4 Neat appearance, attire and grooming but lacks polish	5 Professional appearance, attire and grooming	
Safety 0-10 points	0 1 2 3 4 Disregard of safety creating unsafe situation during preparation	5 6 7 8 Shows minimal safety concerns	9 10 Follows all safety practices	
Sanitation 0-10 points	0 1 Unsanitary situation creates unsafe product	2 3 4 5 6 7 8 Shows minimal sanitation concerns during preparation	9 10 Follows all safety practices	
Preparation Temperature 0-7 points	0 1 Food item/ingredients not held/handled to maintain proper temperatures	2 3 4 5 6 Some food items/ingredients not held/handled to maintain proper temperatures	7 All food items/ingredients held/handled to maintain proper temperatures	
FOOD PRODUCTION				Points
Equipment, Tools, and Techniques 0-15 points	0 1 2 3 4 5 6 7 8 Selection and usage of tools/equipment lacks understanding and demonstration of skills	9 10 11 12 13 Selection and usage of tools/equipment occasionally lacks safe and appropriate industry techniques	14 15 Selects and uses all tools/equipment correctly and safely	
Time Management Plan 0-5 points	0 1 2 Disregard of written time management plan	3 4 Partial implementation of written time management plan	5 Effectively follows written time management plan	
Follow Recipe Direction 0-5 points	0 1 2 Did not follow recipe or proper sequence	3 4 Partially followed recipe and proper sequence	5 Followed recipe and proper sequence	
Teamwork 0-10 points	0 1 2 3 4 Members lack team organization	5 6 7 8 Members demonstrate minimal teamwork	9 10 Members work effectively and and efficiently as a team	
FOOD PRESENTATION				Points
Product Appearance 0-10 points	0 1 2 3 4 Presentation needs improvement	5 6 7 8 Presentation is acceptable but lacks professional qualities	9 10 Presentation is attractively displayed and shows creativity	
Serving Temperature 0-10 points	0 1 Not served at proper temperatures. Plates/bowls not prechilled or preheated	2 3 4 5 6 7 8 Some food items not served at proper temperatures. Some plates/bowls not prechilled or preheated	9 10 All food items served at proper temperatures. All plates/bowls prechilled or preheated	
Product Taste 0-8 points	0 1 Questionable taste; needs improvement	2 3 4 5 6 Adequate, but not outstanding taste. Not all items served at proper temperatures	7 8 Pleasing, appropriate taste for food/recipe	
Garnish 0-5 points	0 1 2 Inappropriate selection of garnish or no garnish or too much	3 4 Adequate but not outstanding. Lacks creativity	5 Appropriate for food items. Exhibits creativity	

Evaluator's Comments:

TOTAL
(100 points possible)

Termination

A student will be terminated from The Culinary School of Fort Worth for failure to meet SAP. Failure to meet SAP includes poor attendance, poor performance during class labs, or breaking of the student contract within the enrollment agreement.

Make-up Work

All make up work shall be completed in accordance with *Title 40, Texas Administrative Code, Section 807.244*. The student is responsible for scheduling a make-up within two days of the missed class. This is done by sending an email to info@csftw.edu, verbal conversations will not constitute scheduling the make-up. No make-up classes can be scheduled if a student exceeds 20% of the classroom hours missed or is terminated.

All make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class;
- Shall be completed within (2) weeks of the missed class date;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

Leaves of Absence

Leave of Absence (LOA) will be granted on a case by case basis and dependent upon class capacity. The student is required to request and submit and LOA form stating the reasons for the absence and anticipated time away from school.

A completed LOA form signed by both the student and the Director of Compliance indicating approval shall be placed in the student's permanent file. The student's signature attests that they understand the procedures and implications for returning or not returning to school.

A LOA must be limited to a maximum of 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

The school will not assess any additional fees as the result of the leave of absence.

Student Conduct Policy

Each student at the beginning of the program will be required to read, understand and agree to abide by the Student Conduct Policy and Contract. If the student should violate any of the requirements in the contract, they may be asked to leave class.

Class Requirements

- Students are encouraged to have a notebook, pencil, or pen each day.
- Students are required to be in uniform each class.
- Cellular phones, tablets, laptops and other electronic devices are not permitted in the kitchen and must be on silent during lecture
- When necessary to step out of the kitchen during class, student must notify the chef instructor before doing so
- Students are to act in a professional manner; language, personal hygiene, ability to communicate, and take responsibility in their daily assignments.

Uniform Requirements

You must report to class in full uniform and remain in full uniform at all times until you leave the premises. Students not in full uniform will be dismissed or not admitted into class. You must have your supplies (standard issue only) and curriculum books with you when reporting to class. A clean and neat appearance is a must at all times. Chefs who compromise their uniform also compromise their professionalism. These compromises can soon spread to mise en place, cuisine, customer service, sense of team spirit, and ultimately, personal commitment to excellence.

1. Hat – White hat (issued) Hair that is long enough to come to the collar **MUST** be put up in the hat.
2. Neckerchief – White neckerchief (issued)
3. Chef Coat – White, double breasted cotton (issued) Must be worn fully buttoned up and is freshly cleaned and pressed with sleeves cuffed. Under shirts and encouraged and acceptable as long as neutral color and no lettering shows through coat.
4. Pants – Checkered (issued) Must be hemmed properly with the end of the pant falling upon the shoe. **NO** rolled up or cuffed pants.
5. Apron – White apron (issued) Must be freshly cleaned
6. School T-Shirt – To present a professional appearance for informal classes or while on school sponsored events, a school T-shirt can be worn as part of the uniform. Students will be notified in advance when these are acceptable substitutes for the chef coat.
7. Shoes – Solid Black, non-slip, fully enclosed clean and polished (not issued)

LACK OF UNIFORM MEANS FAILURE TO ATTEND AND PARTICIPATE IN CLASS!

Personal Hygiene Requirements and Grooming

Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hair net before wearing your hat. Beads and/or other ornaments are not permitted.

Fingernails must be kept short and clean at all times. Nail polish and/or fake nails are not allowed. Cuts, wounds, scratches or skin blemishes from the finger tips to the beginning of the forearm must be protected by surgical rubber gloves. In case of skin conditions, the student must provide proper medical documentation to the Director of Compliance as well as the Chef Instructor for the class.

All hand and facial jewelry are to be removed before entering any building within the Culinary School of Fort Worth. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement only if a smooth solid band.

You may **not** use perfume or cologne.

Clean and ironed uniforms are expected daily. Sweaters or coats may not be worn in classrooms or kitchens.

A student chef

- Takes care of his or her uniform and tools and respects them.
- Washes his or her hands frequently, in hand sinks only.
- Avoids the use of abusive language.
- Exercises self-discipline

Code of Ethics

Deal honestly and truthfully in all matters. Respect the property and resources of others, and do not use such property or resources for personal gain. Consider the interest of the school and carry out their established policies. Avoid activities that might bring discredit to oneself, the school, colleagues or the profession.

Safety Contract

Safety is important in any career setting, but in a production kitchen safety is of the utmost importance. A production kitchen has razor sharp knives and equipment, temperatures that exceed 500 degrees, equipment that is extremely heavy and motors that run constantly.

Each student must conduct themselves in a safe manner. Every rule of safety must be followed to the letter with every piece of equipment. Immature behavior, playing around, etc. will result in dismissal from the class. Fighting or any type of physical violence will call for the immediate arrest of anyone involved and dismissal from the program.

THERE ARE NO EXCEPTIONS

The kitchen is an area to use caution, diligence and safety in the school by virtue of the equipment and other contributing factors. Students must develop the strengths necessary to prepare for the rigors and pressures associated with employment in the industry. The rules and regulations dealing with safety will continue to be explained and enforced throughout the time spent by the students at The Culinary School of Fort Worth. Please understand that these precautions are in effect in order to protect the welfare of each and every individual

Harassment Policy

Students, employees and others acting on The Culinary School of Fort Worth's behalf are entitled to respectful treatment in the classroom and workplace. Being respected means being treated honestly and professionally. A respectful workplace is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex or sexual orientation.

If you believe you are being harassed or sexually harassed, or know someone who is, you should act promptly by notifying a school official.

Under no circumstances will The Culinary School of Fort Worth allow reprisals against a person who in good faith reports or provides information about harassment, sexual harassment or behavior that might constitute sexual harassment.

The Culinary School of Fort Worth defines harassment as:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex or sexual orientation.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts. Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.
- Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature

Complaint Procedure

If you experience or witness harassment or sexual harassment in the workplace or academic setting, report it immediately to the Director of The Culinary School of Fort Worth. You may also report harassment to any other member of The Culinary School of Fort Worth's management or ownership team. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Retaliation Prohibited

The Culinary School of Fort Worth will permit no employment or academic retaliation against anyone who brings a complaint of harassment or sexual harassment or who speaks as a witness in the investigation of a complaint of harassment or sexual harassment.

Penalties

Harassment including sexual harassment will not be tolerated at The Culinary School of Fort Worth. If an investigation of any allegation of harassment or sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including termination.

Drug and Alcohol Use

While on The Culinary School of Fort Worth premises and while participating in business-related activities of The Culinary School of Fort Worth, no student or employee may use, possess, distribute, sell, or be under the influence of illegal drugs or excessive alcohol. The legal use of prescribed drugs is permitted during class, only if it does not impair a student's ability to perform the essential functions of the class effectively and in a safe manner that does not endanger other individuals in the classroom. Any student that is found in possession of or under the influence of drugs or alcohol on the school premises, will be subject to termination from the program. Consumption of alcohol on the school premises will only be authorized during the equivalent culinary class.

School Closings

The Culinary School of Fort Worth rarely closes school for any reason, including weather. If school is cancelled, the decision will be made at least 2 hours prior to the start time of classes. You will be contacted by email if school is cancelled.

Requirements for Graduation

A *Certificate of Completion* will be granted after completion of the requirements for The Professional Culinary Program (PCP) offered at The Culinary School of Fort Worth.

The required subject progression for the Professional Culinary Program (PCP) is: PCP I, PCP II, PCP III and PCP IV.

Student Services

As part of our Open-Door Policy, students are able to ask for tutoring or assistance outside of class through the Director of Education. Throughout the year, there are several extracurricular activities made available to students. For example, culinary competition team and educational seminars with local chefs.

Placement Assistance

We do not provide job placement however; we will provide placement assistance in the form of emailing our student body and alumni job postings the school receives. When students notify us that they are looking for employment, we strive to match them with any openings we know that would be a good fit.

We DO NOT guarantee job placement.

Students will be contacted following graduation to verify employment status. Information gathered is used in calculation of employment and placement statistics for the Texas Workforce Commission and ACCET. Employment may be verified using approved documents such as ACCET's best practice Employment Verification, Part Time-Attestation, and/or TWC Completer Follow up Survey.

Student Grievances/Complaints

If a problem should occur during or after class, please call, email (info@csftw.edu), or speak to a school administrator.

If the complaint is not resolved in a timely manner after following proper procedures to your satisfaction, you may submit a complaint form to the Texas Workforce Commission. Complete form PS-401A and mail it to TWC-Career Schools and Colleges, 101 East 15th Street, Austin, Texas, 78778-0001, phone 512-936-3100. This form can be obtained from the school administrator or from the website: <http://www.twc.state.tx.us/svcs/propschools/propforms.html>

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Procedure for Inspecting or Reviewing Student Records

Student may schedule an appointment by emailing info@csftw.edu to review or inspect educational records.

Procedure for Amending Student Records

- 1) The student must submit in writing a request to amend any information contained in the School's educational records.
- 2) The written request must be specific in identifying which information is to be changed and why it is believed to be inaccurate.
- 3) The School will either comply with the request or notify the student of the student's right to a hearing to challenge the information believed to be inaccurate.
- 4) The hearing will be conducted by a disinterested party, but who may be an official of the school. The student will have the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
- 5) The student may seek the assistance of an individual willing to serve as an advisor during the hearing.
- 6) After the hearing, The School will make a decision to amend or not to amend the record. If the school still does not amend the record, the student has the right to place a written statement with the record stating his or her view about the contested information.

Copyright Policy

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including but not limited to publications, computer software, audio music, video and audiovisual materials. It is necessary to assume that all works are copyrighted even if the copyright symbol does not appear on them. Students may not make additional copies of any copyrighted materials provided to them in the classroom. Unauthorized use or distribution of copyrighted materials can result in criminal penalties, including imprisonment or severe fines.

For more specific information on copyright laws and penalties, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially the FAQ's at www.copyright.gov/help/faq.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, 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 \$30,000 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. For details, see Title 17, United States Code, Sections 504, 505. 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. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Dishonesty Policy

Cheating and Plagiarism

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action.

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.

Medical Emergencies

Inform the Chef Instructor or any faculty or staff member immediately if you injure yourself at any time during class so that an accident report can be filled out. A first-aid kit for minor cuts, burns, etc is located in the back hallway across from the walk-in refrigerator. Students are responsible for their own health insurance during the program. Students will be shown where the first aid kit is on the first day of class. All cuts, abrasions and the like need to be properly bandaged and covered with a finger cot or glove at all times. If a student is injured and unconscious, the staff will immediately call 911. Students will be required to sign a Release and Waiver of Liability prior to the start of each program.

Use of Cellular Telephones

Cell phone use and similar device use is extremely disruptive to the instructors and the other students. The following policies apply to cell phone use during class time:

- No personal calls are to be made or received during class, except in an emergency.
- The main phone lines to the school are generally not answered during evening class times. Please advise family and friends.
- During class, cell phones should be set to silent, vibrate, or off.
- Messages may be checked, and phone calls made outside of the classroom and kitchen.

Preferably this should be done during breaks or at the end of class.

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION,
CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.**

“The information contained in this catalog is true and correct to the best of my knowledge”.

SCOTT WADE, President and Director of School