

TABLE OF CONTENTS

Introduction

School History	4
School Mission	4
Facilities	4
Educational Philosophy	4

Programs of Study

<u>Introduction to ICASI Programs</u>	6
Basic Techniques Certificate Programs	6
Advanced Techniques Diploma Programs	6
Class Sizes and Student-Teacher Ratios	6
<u>Culinary Arts Basic Techniques Certificate</u>	6
Program Description	6
Program Objectives	7
Basic Techniques Courses	7
Graduation Requirements	7
<u>Pastry Arts Basic Techniques Certificate</u>	7
Program Description	7
Program Objectives	8
Basic Techniques Courses	8
Graduation Requirements	8
<u>Culinary Arts Advanced Techniques Diploma</u>	8
Program Description	8
Program Objectives	9
Advanced Technique Courses	9
Graduation Requirements	9

<u>Pastry Arts Advanced Techniques Diploma</u>	9
Program Description	9
Program Objectives	10
Advanced Technique Courses	10
Graduation Requirements	10
<u>Scheduling Options</u>	11
Standard Scheduling Option.....	11
Saturday-Only Scheduling Option.....	11

Admissions and Registration Policies and Procedures

Admissions Requirements	12
Admissions Procedures	12
Application for Admission.....	12
Qualifications for Admission.....	12
International Students.....	12
Disability and Special Needs Students	12
Transfer of Credit	13
Credit by Certification.....	13
Financial Aid	13
Scholarship Awards	13
GI Bill	14
ICASI ProStart Grant	14
Enrollment Agreement	14
Orientation	15
Registration Procedures	15
Registration Deadlines	15

Academic Calendar	15
Tuition and Fee Schedule	16
ICASI General Fees.....	18
Payment of Tuition and Fees.....	18
Withdrawal Policy	18
Tuition Refund Policy	18
Books and Supplies Refund Policy	19
Course and Class Cancellation Policy	19

Grading System, Credit Awards, and Satisfactory Academic Progress

ICASI Grading System	20
Letter and Numerical Equivalents	20
Grading: Late Assignments, Make-Up Examinations, and Re-Take Examinations	20
Satisfaction of Incomplete Grades	20
Grade Reports	21
Transcripts	21
Satisfactory Academic Progress Policy	21
Probation, Dismissal, and Readmission Policies	22
Attendance, Tardiness, and Make-Up Policy	23
Leave Of Absence and Emergency Leave Policies	25
Internship Regulations	25
Externship Regulations	26

Other Policies and Procedures

Student Records Confidentiality Policy	28
Educational Record Retention Policy	29
Uniform and Hygiene Policy	30

Student Conduct Regulations	31
Copyright Policy	31
Academic Honesty Policy	32
Alcohol & Drug Policy	32
Personal Property Loss or Damage Policy	33
Non-Discrimination Policy	33
Harassment Policy	33
Grievance Procedure	35
Formal Written Complaint Procedure	35
Phone Number for the State Board of Career Colleges and Schools ...	36

Student Services

Tutoring	37
Student Advising	37
Job Placement	37
Off-Campus Housing	38
ICASI Student Library	38

Course Descriptions

CA1100: Culinary Arts Basic Techniques 1	39
CA1200: Culinary Arts Basic Techniques 2	39
CA2100: Culinary Arts Advanced Techniques 1	39
CA2200: Culinary Arts Advanced Techniques 2	39
CA2300: Baking Techniques	40
CA2400: ICASI Student Café – Culinary	40
CA2500: Culinary Arts Externship	40
PA1100: Pastry Arts Basic Techniques 1	41
PA1200: Pastry Arts Basic Techniques 2	41
PA2100: Pastry Arts Advanced Techniques 1	41

PA2200: Pastry Arts Advanced Techniques 2	41
PA2300: Savory Techniques	42
PA2400: ICASI Student Café – Pastry	42
PA2500: Pastry Arts Externship	42
LS1100: Sanitation	42
LS2100: Nutrition and Healthy Cooking	43
LS2200: Foodservice Management 1	43
LS2300: Foodservice Management 2	43
Prerequisites Checklist	44

ICASI Administration and Faculty

ICASI Administration	45
ICASI Instructors	47

INTRODUCTION

School History

ICASI founder Loretta Paganini began her culinary career in the family *pasticcera* owned by her mother, a renowned chef in Bologna, Italy. Loretta later studied culinary arts in Bologna under the Simili Sisters and at the Cordon Bleu in Paris, France. In 1989 she opened The Loretta Paganini School of Cooking in Chesterland, Ohio. Certified by the International Association of Culinary Professionals, she published her first cookbook, *Bologna Mia*, in 1999.

The Loretta Paganini School of Cooking (LPSC) has brought recreational culinary education to thousands of students since its inception. Due to growing interest from LPSC students for more advanced vocational culinary training and an increase in demand for qualified candidates for the Northeast Ohio foodservice industry, Loretta Paganini founded ICASI, the International Culinary Arts and Sciences Institute, in 2002. ICASI continues the LPSC tradition of excellence. ICASI is registered with the Ohio State Board of Career Colleges and Schools. The International Culinary Arts and Sciences Institute is a division of the Loretta Paganini School of Cooking, Inc., a sole proprietorship owned by Loretta Paganini.

School Mission

The mission of the International Culinary Arts and Sciences Institute is:

- **to provide education** in culinary and pastry arts to vocational and avocational students,
- **to facilitate employment** of vocational graduates, and
- **to foster career development** of culinary and pastry professionals.

Facilities

The main ICASI building is located at 8700 Mayfield Road, Chesterland, OH 44026. Auxiliary classroom space is located at 8613 Mayfield Road, Chesterland, Ohio 44026.

Campus facilities have an overall footprint of over 12,000 square feet of interior space, which includes:

- Administrative office suites housing the ICASI Executive Director, Student Services Director, Education Director, Admissions Director, Career Services Director, and support personnel and equipment
- Three fully-outfitted professional kitchen classrooms
- Central lecture hall and dining room with 80 person dining and classroom capacity
- Restaurant turn-out and commissary kitchens capable of serving as class meeting space
- Research library housing a collection of foodservice-related texts and furnished with internet-compatible computers
- Support function space including storage areas, dishwashing facilities, mop sinks, and miscellaneous public space, including restrooms and lobbies

Educational Philosophy

The ICASI educational philosophy has been developed to give Culinary Arts and Pastry Arts students the opportunity to experience immediate short-term goal achievement during their professional education. Key elements of the philosophy include:

- Involve students immediately in hands-on cooking
- Revisit key topics in greater detail as the program develops
- Limit class size to maximize instructor contact with individual students
- Emphasize utilization of high-quality ingredients
- Provide Basic Techniques Certificate candidates with entry-level cooking skills, sanitation certification, and nutrition awareness
- Provide Advanced Techniques Diploma candidates with in-depth knowledge of sanitation and nutrition, foodservice operations and management, as well as practical application of cooking skills acquired in the program
- Practice skills under real-world conditions while working with professional mentors in the internship program
- Prepare graduates for leadership roles in the culinary world

The Culinary and Pastry Arts Basic Techniques Certificate programs are designed to prepare students for entry-level jobs in the foodservice industry. The Culinary Arts and Pastry Arts Advanced Techniques Diploma programs are designed to prepare students for positions of responsibility within the foodservice industry.

All ICASI programs are designed with consideration of the needs of the adult learner. Various scheduling options allow working students to enroll in Culinary Arts and Pastry Arts programs while employed elsewhere.

PROGRAMS OF STUDY

Introduction to ICASI Programs

Basic Techniques Certificate Programs

The ICASI Basic Techniques Certificate Programs provide a strong classical European foundation in the basic elements of culinary and pastry arts and can be completed in two 12-week academic quarters. They are the first phase of a classical training program in professional cooking or baking.

Students will learn professional techniques through hands-on instruction in professionally-designed teaching kitchens. Students will also gain ServSafe sanitation training and training in nutrition and healthy cooking techniques. Students will apply their training in “real world” situations while fulfilling internship requirements by assisting in self-scheduled recreational cooking classes, food shows, charity events, or other foodservice activities.

These programs are designed to provide students with little or no culinary or pastry experience the training necessary to successfully enter the foodservice industry. They are also designed as an opportunity for students already skilled in the foodservice industry to review basic theories and improve basic culinary and pastry techniques.

Job placement assistance is available to all enrolled students and graduates of ICASI Basic Techniques Certificate Programs.

Advanced Techniques Diploma Programs

The ICASI Advanced Techniques Diploma Programs expand upon the basic techniques training offered in ICASI certificate programs.

In the Culinary Arts Advanced Techniques Diploma program, students learn to apply culinary skills as they explore the regional cuisines and varied cooking techniques of Europe, Asia, and the New World. Culinary program students will also be trained in basic pastry techniques.

In the Pastry Arts Advanced Techniques Diploma program, students learn to apply pastry skills and techniques in more advanced applications. Students will explore specific disciplines including artisan breads, chocolate, sugar

work, individual pastries, plated desserts, and wedding cakes. Pastry students will also be trained in basic culinary techniques.

Both diploma programs include training in foodservice management including dining service, business plan creation, menu and recipe development, kitchen design, and food costing. All diploma program students will participate in ICASI Student Café, a student-driven dining experience open to the general public that showcases the growing talents of senior ICASI students.

After completion of the ICASI Student Café, diploma candidates will perform an externship within the foodservice industry to further strengthen their skills.

Job placement assistance is available to all enrolled students and graduates of ICASI Advanced Techniques Diploma Programs.

Class Sizes and Student-Teacher Ratios

Due to the hands-on nature of the ICASI Culinary Arts and Pastry Arts programs, class sizes are small by design and student-teacher ratios are kept low to allow students adequate access to instructors.

- Techniques classes have a maximum enrollment of 12 students with a maximum 12:1 student teacher ratio. (CA1100, CA1200, CA2100, CA2100, PA1100, PA1200, PA2100, PA2200)
- Lecture classes have a maximum enrollment of 24 students with a maximum 24:1 student-teacher ratio. (LS1100, LS2100, LS2200, LS2300)
- Student Café has a maximum enrollment of 24 with a maximum 12:1 student-teacher ratio. Student-teacher ratio is kept low by scheduling multiple teachers for this course when required. (LS2300)

Culinary Arts Basic Techniques Certificate

Program Description

In the Basic Techniques Certificate Program, the Culinary Arts student learns the basic skills necessary to cook proficiently. The program includes two quarters of hands-on and theoretical culinary instruction along with student internship. Students who have completed the Culinary Arts Basic Techniques Certificate Program at ICASI have excellent preparation for entry-level foodservice jobs.

Students in the standard scheduling option can complete their Culinary Arts Basic Techniques Certificate in six (6) months. Students in the Saturday-only scheduling option will complete their Culinary Arts Basic Techniques Certificate in nine (9) months.

The Culinary Arts Basic Techniques Certificate Program contains 288 clock hours of instruction and internship.

Program Objectives

Students enrolled in the Culinary Arts Basic Techniques Certificate Program can:

- Develop a professional vocabulary related to food and its preparation
- Learn and effectively practice technical skills in food preparation
- Acquire the attributes of an entry-level foodservice employee, including professional caliber knife skills, organizational abilities, and food presentation artistry
- Learn basic nutritional concepts and apply them to health-conscious cooking
- Train in safe food handling while earning a ServSafe certificate through the National Restaurant Association Education Foundation (NRAEF)

Students who have successfully completed the Culinary Arts Basic Techniques Certificate Program will be qualified to seek entry-level foodservice positions with these titles:

- Prep Cook
- Pantry Cook
- Utility Cook
- Line Cook

The ability of a graduate to obtain employment with one of these job titles depends upon personal ability, performance, and experience in accordance with the job description for each position.

Basic Techniques Courses

Techniques courses have a maximum of 12 students. Lecture courses have a maximum of 24 students. Students enrolled in the Culinary Arts Basic Techniques Certificate Program will be required to attend or make-up class sessions, maintain a passing average on unit exams and final exams and complete assigned work for all of the following courses:

- CA1100: Culinary Arts Basic Techniques 1

- CA1200: Culinary Arts Basic Techniques 2
- LS1100: Sanitation
- LS2100: Nutrition and Healthy Cooking

Graduation Requirements

To graduate from the ICASI Culinary Arts Basic Techniques Certificate Program, a student must complete all required courses, including all required internship sessions, with a passing grade and obtain an NRAEF ServSafe certificate. Graduating students must complete their courses of study with a GPA of 2.0 or better and must have an attendance rate above 80%. If candidates for graduation do not satisfy these requirements, they must re-enroll for additional coursework or must satisfy terms of an individual make-up plan determined in consultation with the ICASI Director and the ICASI Education Director.

Students in Certificate programs are required to complete all program requirements in three (3) or fewer academic quarters, depending upon scheduling option.

Students may not participate in graduation exercises until all graduation requirements are satisfied. Students in the ICASI Culinary Arts Basic Techniques Certificate Program will be awarded a Certificate upon completion of all program requirements.

Pastry Arts Basic Techniques Certificate

Program Description

In the Basic Techniques Certificate Program, the Pastry Arts student learns the basic skills necessary to bake proficiently. The program includes two quarters of hands-on and theoretical pastry instruction along with student internship. Students who have completed the Pastry Arts Basic Techniques Certificate Program at ICASI have excellent preparation for entry-level foodservice jobs.

Students in the traditional scheduling option can complete their Pastry Arts Basic Techniques Certificate in six (6) months. Students in the Saturday-only scheduling option will complete their Pastry Arts Basic Techniques Certificate in nine (9) months.

The Pastry Arts Basic Techniques Certificate Program contains 288 clock hours of instruction and internship.

Program Objectives

Students enrolled in the Pastry Arts Basic Techniques Certificate Program can:

- Develop a professional vocabulary related to pastry and its preparation
- Learn and effectively practice technical skills in pastry preparation
- Acquire the attributes of an entry-level foodservice employee, including professional caliber knife skills, organizational abilities, and food presentation artistry
- Learn basic nutritional concepts and apply them to health-conscious baking
- Train in safe food handling while earning a ServSafe certificate through the National Restaurant Association Education Foundation (NRAEF)

Students who have successfully completed the Pastry Arts Basic Techniques Certificate Program are qualified to seek entry-level foodservice positions with these titles:

- Pastry Assistant
- Assistant Baker
- Home-Based Baker

The ability of a graduate to obtain employment with one of these job titles depends upon personal ability, performance, and experience in accordance with the job description for each position.

Basic Techniques Courses

Techniques courses have a maximum of 12 students. Lecture courses have a maximum of 24 students. Students enrolled in the Pastry Arts Basic Techniques Certificate Program are required to attend or make-up class sessions and maintain a passing average on unit and final exams and complete assigned work for the following courses:

- PA1100: Pastry Arts Basic Techniques 1
- PA1200: Pastry Arts Basic Techniques 2
- LS1100: Sanitation
- LS2100: Nutrition and Healthy Cooking

Graduation Requirements

To graduate from the ICASI Pastry Arts Basic Techniques Certificate Program, a student must complete all required courses, including all required internship sessions, with a passing grade and obtain an NRAEF ServSafe certificate. Graduating students must complete their courses of study with a GPA of 2.0 or better and must have an attendance rate above 80%. If candidates for graduation do not satisfy these requirements, they must re-enroll for additional coursework or must satisfy terms of an individual make-up plan determined in consultation with the ICASI Director and the ICASI Education Director.

Students in Certificate programs are required to complete all program requirements in three (3) or fewer academic quarters, depending upon scheduling option.

Students may not participate in graduation exercises until all graduation requirements are satisfied. Students in the ICASI Pastry Arts Basic Techniques Certificate Program will be awarded a Certificate upon completion of all program requirements.

Culinary Arts Advanced Techniques Diploma

Program Description

In the Culinary Arts Advanced Techniques Diploma Program, students develop the ability to modify and adapt techniques learned in Basic Techniques classes and put them to use under professionally appropriate conditions. Specific products and cooking styles are examined in detail, and the student learns to demonstrate both mastery of particular skills and creative adaptation of techniques learned. Lecture classes cover a wide range of topics important to successful foodservice operations. Students who have completed the Culinary Arts Advanced Techniques Diploma Program at ICASI have excellent preparation to seek a career in kitchen supervision or management.

Students in the traditional scheduling option can complete their Culinary Arts Advanced Techniques Diploma in two (2) years.

The Culinary Arts Advanced Techniques Diploma Program contains 1064 clock hours of instruction and internship/externship.

Program Objectives

Students enrolled in the Culinary Arts Advanced Techniques Diploma Program can:

- Develop a professional vocabulary related to food and its preparation
- Learn and effectively practice advanced technical skills in food preparation
- Acquire professional caliber knife skills, organizational abilities, original recipe development abilities, and food presentation artistry
- Study non-cooking aspects of the foodservice industry including: sanitation and nutrition
- Learn various aspects of foodservice operations including commercial food production, dining room service, and management
- Learn professional foodservice management principles and applications including: menu development, food costing, ordering and inventory, and staff scheduling and management

Students who have successfully completed the Culinary Arts Advanced Techniques Diploma Program are qualified to seek supervisory or management-level foodservice positions with these titles:

- Prep Cook
- Pantry Cook
- Utility Cook
- Line Cook
- Caterer
- Personal Chef

The Advanced Techniques Diploma coupled with industry experience can lead to supervisory foodservice positions with these titles:

- Kitchen Shift Supervisor
- Sous Chef
- Kitchen Manager

The ability of a graduate to obtain employment with one of these job titles depends upon personal ability, performance, and experience in accordance with the job description for each position.

Advanced Techniques Courses

Techniques courses have a maximum of 12 students. Lecture courses have a maximum of 24 students. Students enrolled in the Culinary Arts Advanced Techniques Diploma Program are required to attend or make-up class

sessions and maintain a passing average on unit and final exams and complete assigned work for the following courses:

- CA1100: Culinary Arts Basic Techniques 1
- CA1200: Culinary Arts Basic Techniques 2
- CA2100: Culinary Arts Advanced Techniques 1
- CA2200: Culinary Arts Advanced Techniques 2
- CA2300: Baking Techniques for Savory Students
- LS1100: Sanitation
- LS2100: Nutrition and Healthy Cooking
- LS2200: Foodservice Management 1
- LS2300: Foodservice Management 2
- CA2400: ICASI Student Café
- CA2500: Culinary Arts Externship

Graduation Requirements

To graduate from the ICASI Culinary Arts Advanced Techniques Diploma Program, a student must complete all required courses, including required internship sessions, with a passing grade and obtain an NRAEF ServSafe certificate. Graduating students must complete their courses of study with a GPA of 2.0 or better and must have an attendance rate above 80%. If candidates for graduation do not satisfy these requirements, they must re-enroll for additional coursework or must satisfy terms of an individual make-up plan determined in consultation with the ICASI Director and the ICASI Education Director.

Students in Diploma programs are required to complete all program requirements in nine (9) or fewer academic quarters.

Students may not participate in graduation exercises until all graduation requirements are satisfied. Students in the ICASI Culinary Arts Advanced Techniques Diploma Program will be awarded a Diploma upon completion of all program requirements.

Pastry Arts Advanced Techniques Diploma

Program Description

In the Pastry Arts Advanced Techniques Diploma Program, students develop the ability to modify and adapt techniques learned in Basic Techniques classes and put them to use under professionally appropriate

conditions. Specific products and baking styles are examined in detail, and the student learns to demonstrate both mastery of particular skills and creative adaptation of techniques learned. Lecture classes will cover a wide range of topics important to successful foodservice operations. Students who have completed the Pastry Arts Advanced Techniques Diploma Program at ICASI have excellent preparation to seek a career in foodservice management.

Students in the traditional scheduling option can complete their Pastry Arts Advanced Techniques Diploma in two (2) years.

The Pastry Arts Advanced Techniques Diploma Program contains 1064 clock hours of instruction and internship/externship.

Program Objectives

Students enrolled in the Pastry Arts Advanced Techniques Diploma Program can:

- Develop a professional vocabulary related to pastry and its preparation
- Learn and effectively practice advanced technical skills in pastry preparation
- Acquire professional caliber baking skills, organizational abilities, original recipe development abilities, and food presentation artistry
- Study non-cooking aspects of the foodservice industry including sanitation and nutrition
- Learn various aspects of foodservice operations including commercial foodservice production, dining room service, and management
- Learn professional foodservice management principles and applications including: menu development, food costing, ordering and inventory, and staff scheduling and management

Students who have successfully completed the Pastry Arts Advanced Techniques Diploma Program are qualified to seek supervisory or management-level foodservice positions with these titles:

- Pastry Assistant
- Assistant Baker

The Advanced Techniques Diploma coupled with industry experience can lead to supervisory foodservice positions with these titles:

- Head Baker
- Pastry Chef
- Bakeshop/Bakery Manager
- Bakeshop/Bakery Owner

The ability of a graduate to obtain employment with one of these job titles depends upon personal ability, performance, and experience in accordance with the job description for each position.

Advanced Techniques Courses

Techniques courses have a maximum of 12 students. Lecture courses have a maximum of 24 students. Students enrolled in the Pastry Arts Advanced Techniques Diploma Program will be required to attend or make-up all class sessions and maintain a passing average on unit and final exams and complete assigned work for the following courses:

- PA1100: Pastry Arts Basic Techniques 1
- PA1200: Pastry Arts Basic Techniques 2
- PA2100: Pastry Arts Advanced Techniques 1
- PA2200: Pastry Arts Advanced Techniques 2
- PA2300: Savory Techniques for Pastry Students
- LS1100: Sanitation
- LS2100: Nutrition and Healthy Cooking
- LS2200: Foodservice Management 1
- LS2300: Foodservice Management 2
- PA2400: ICASI Student Café
- PA2500: Pastry Arts Externship

Graduation Requirements

To graduate from the ICASI Pastry Arts Advanced Techniques Diploma Program, a student must complete all required courses, including all required internship sessions, with a passing grade and obtain an NRAEF ServSafe certificate. Graduating students must complete their courses of study with a GPA of 2.0 or better and must have an attendance rate above 80%. If candidates for graduation do not satisfy these requirements, they must re-enroll for additional coursework or must satisfy terms of an individual make-up plan determined in consultation with the ICASI Director and the ICASI Education Director.

Students in Diploma programs are required to complete all program requirements in nine (9) or fewer academic quarters.

Students may not participate in graduation exercises until all graduation requirements are satisfied. Students in the ICASI Pastry Arts Advanced Techniques Certificate Program will be awarded a Diploma upon completion of all program requirements.

Scheduling Options

Standard Scheduling Option

ICASI standard scheduling options operate on a 12-week academic calendar. The quarterly schedules have been designed to allow students to:

- Begin either the Certificate Program or the Diploma Program (pending available class openings).
- Schedule classes on the same days in successive quarters whenever possible
- Attend classes during the daytime (10:00 a.m. - 2:00 p.m.) or evenings (6:00 p.m. – 10:00 p.m.) and Saturdays (9:00 a.m. – 1:00 p.m.) to accommodate working schedules and personal responsibilities.

Students may enter ICASI under this scheduling option during Fall and Winter quarters. Students enrolled in the Culinary or Pastry Arts Basic Techniques programs under this option will complete their course of study in two academic quarters, or six months. Students enrolled in the Culinary Arts or Pastry Arts Advanced Techniques programs under this option will complete their course of study in six academic quarters, or two years.

Saturday-Only Scheduling Option

ICASI Saturday-only scheduling options operate on a standard 12-week academic calendar, except for classes held during the abbreviated 8-week Summer session. The Saturday-only quarterly schedules have been designed to allow students to:

- Begin either the Certificate Program or the Diploma Program (pending available class openings). Students continuing on to the Diploma Program will map into standard scheduling after their Certificate completion in the Saturday-only schedule.
- Complete the certificate in two 12-week quarters and one 8-week quarter, as compared to two 12-week quarters for the standard scheduling option. Saturday-only students receive the exact number of instructional hours as a standard student.
- Attend classes on Saturdays from 8:00 a.m. – 4:00 p.m. to accommodate working schedules and personal responsibilities.

Students may enter ICASI under this scheduling option during Spring quarter. Students enrolled in the Culinary or Pastry Arts Basic techniques programs under this option will complete their course of study in three academic quarters, or nine months. This time period includes a abbreviated summer quarter. Students enrolled in the Culinary Arts or Pastry Arts

Advanced Techniques programs under this option will matriculate to the standard schedule option after completion of Basic Techniques course work and will complete their course of study in seven academic quarters, or two years.

ADMISSION AND REGISTRATION

Admission Requirements

Admission to ICASI is open to all prospective students seventeen years of age or older with a high school diploma or GED.

Prior cooking experience is not necessary.

ICASI is committed to the policy that all persons shall have equal access to its programs and facilities without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Admission Procedures

Application for Admission

Admission to ICASI is a simple process and should occur quickly once the prospective student has assembled the necessary materials.

STEP 1: Submit an Application for Admission Package to the ICASI Admission Office. The Application for Admission Package must include:

- An ICASI Application for Admission Form
- A high school transcript or GED minimum or any post-secondary academic transcript that supersedes the minimum level
- Personal Essay
- Two letters of recommendation

An Application for Admission Form may be obtained by writing to:

ICASI ADMISSIONS OFFICE
INTERNATIONAL CULINARY ARTS AND SCIENCES INSTITUTE
8700 MAYFIELD ROAD
CHESTERLAND, OHIO 44026

An Application for Admission Form may also be obtained by calling the Admission Office at: 440-729-7340, or visiting us on the web at www.icasinet.net.

The Application for Admission Package is seen as a direct reflection of the prospective student's interest, motivation, confidence, and ability to succeed in ICASI programs.

Please note that ICASI does not return any material sent as part of the application process. Do not send any original diplomas or certificates.

STEP 2: Schedule a time to take the ICASI Admission Examination.

All candidates for entry into an ICASI program will be required to take and pass the Wonderlic examination. The Wonderlic examination is divided into two sections: Verbal and Quantitative. It tests high school level proficiency in reading, reasoning, and basic mathematical skills. Applicants must score 265 of 500 in each section to pass. An applicant who fails all or part of the examination must receive approval from the Director of Student Services before re-testing.

STEP 3: Schedule an interview with the Admission Office.

Qualifications for Admission

For a prospective student to be admitted to an ICASI program, all elements of the Application for Admission Package must be properly submitted. If any element of the Application for Admission Package is missing, the prospective student will be notified and asked to submit it immediately to ICASI. Applications for Admission will not be processed until all required items are in ICASI possession.

International Students

International students must present a valid student visa covering the period of their ICASI Enrollment Agreement.

Disability and Special Needs Students

Students with disabilities and special needs are encouraged to apply for admission to ICASI. If special accommodations are required or requested, the student must submit appropriate current documentation based on adult-format education that outline those disabilities and needs and make specific recommendations that are appropriate for post-secondary education. The documentation must state the degree to which the disability or special need affects the student's educational performance and must show that the

suggested accommodations can meet the academic, technical, and conduct standards of ICASI.

ICASI will consider all requests for accommodation, but reserves the right to refuse requests that are deemed inappropriate or unreasonable because they pose a direct or possible danger to the health and safety of others, constitute a substantial change to core elements of a program, unreasonably alter the nature of services provided, or create unreasonable financial hardship or administrative burden to ICASI.

ICASI will strive to provide adequate accommodation to all students who request it, but the presence of a disability does not guarantee that accommodation can be granted. Each student will be evaluated on his or her abilities, not upon disabilities and special needs, and will be granted admission to ICASI based upon the ability to succeed in ICASI programs, as determined by ICASI personnel.

Transfer of Credit

ICASI programs are designed to give students culinary and pastry education in an orderly and logical sequence within a specific system. They include coursework in lecture, hands-on, and blended instructional formats. Incoming students may request transfer of credit for previously completed lecture-based coursework, but are expected to take all hands-on techniques classes within their programs at ICASI. This allows students to utilize the same ICASI-approved methods as classmates and instructors and to gain maximum benefit from their ICASI education.

Incoming students may request transfer of credit during the application process. The Education Director evaluates the request and verifies whether coursework for which transfer credit has been requested aligns with cognate ICASI coursework. If the learning objectives, course contents, and learning outcomes align, transfer credit will be awarded and tuition will be reduced accordingly. If they do not align, transfer credit will be denied and the student will be required to fulfill required coursework at ICASI.

ICASI awards credit by certification for prior successful completion of the ServSafe program. Students who have received ServSafe certification prior to enrollment in ICASI will be excused from taking ServSafe Sanitation and tuition will be reduced accordingly. Students who have received prior ServSafe certification must provide a copy of the certificate, which must be valid throughout the student's enrollment period.

Appeal Process for a Transfer of Credit Request Denial

If a transfer of credit request has been denied, an incoming student may appeal the decision in writing to the Executive Director, who will review the original verification process by examining documentation used to assess eligibility for credit transfer, by seeking clarification from the Education Director, and/or by contacting the issuing institution for further information. Upon completion of the review, the Executive Director will issue a final decision that either maintains or reverses the original decision.

Outgoing Credit Transfer

ICASI cooperates with educational institutions seeking to accept transfer credit awarded by ICASI to outward transferring ICASI students. In addition to reporting grades and credit awarded, ICASI provides information regarding course length, content, and format to credit evaluators. Transferability of credits to another institution is determined exclusively by the receiving institution. ICASI cannot imply or guarantee that credits will be transferrable.

Financial Aid

Federal Financial Aid funds are not available for ICASI students. Educational loans may be available for ICASI students at commercial lending institutions. Contact the Student Services office for information.

Scholarship Awards

The ICASI Scholarship Fund, Inc., an independent 501(c)(3) corporation, issues scholarship awards to currently enrolled ICASI students and incoming ICASI students. Scholarship applicants must submit an application along with letters of recommendation, educational transcripts, and financial documentation.

Scholarship recipients will be chosen by the Scholarship Committee which consists of directors of the Fund who are not employees of ICASI and/or do not have a financial interest in ICASI.

Please visit the Student Services office to receive information on scholarship application requirements.

GI Bill

Some prospective students may be entitled to benefits for an approved program of education under the Post-9/11 GI Bill. Candidates must obtain a certificate of eligibility from their Department of Veterans Affairs regional office. Benefit amounts are determined by the Department of Veterans Affairs. All ICASI programs are eligible.

ICASI ProStart Grant

Students who enroll in the ICASI Culinary Arts Advanced Techniques Diploma Program or the ICASI Pastry Arts Advanced Techniques Diploma Program may apply for the ICASI ProStart Grant. To be eligible, students must have a ProStart Certificate of Achievement (COA) and must have graduated from high school or have a GED. Applicants must submit an ICASI ProStart Grant application, an application essay, and one letter of recommendation from his or her ProStart instructor. The ICASI ProStart Grant is a one-time award of \$1000, which will be applied towards the student's ICASI tuition.

Enrollment Agreement

Students approved for acceptance into an ICASI program will be notified as quickly as possible. To be formally accepted into the program, students are required to sign an Enrollment Agreement and pay a one-time \$125 Enrollment Fee. ICASI does not accept any money from prospective students or obligate them in any way until they are accepted into a program.

Specific information on the Enrollment Agreement includes:

- Student identification information including name, address, phone numbers, and email address
- Expected program length
- Tuition and Fees for the program
- ICASI policies regarding Tuition and Fees, Tuition Refund, Books and Supplies Refunds, Grievance Procedures, Course and Class Cancellation, and Enrollment Agreement Cancellation

The Enrollment Agreement is designed to provide the prospective student with the most necessary information required to make an informed choice about entry into an ICASI program. At the time of signing the Enrollment Agreement, the student will also receive the ICASI Student Catalog, which

includes more detailed information about ICASI, its programs, its procedures, and its personnel. All students who sign the Enrollment Agreement must also sign a statement acknowledging receipt of the ICASI Student Catalog and agreement to abide by the terms stated therein.

A STUDENT WILL NOT BE ELIGIBLE TO REGISTER FOR ANY COURSE UNTIL A SIGNED ENROLLMENT AGREEMENT IS RECEIVED BY ICASI.

Admission to ICASI and submission of the Enrollment Agreement do not guarantee immediate registration in specific classes. Due to the hands-on nature of culinary education, ICASI limits class size to maximize student-teacher interaction. Prospective students will be notified of their registration options at the time admission to ICASI is approved.

At the time of enrollment, students will be required to sign a Release from Liability Form. The Release from Liability Form will indicate that the student understands the potentially dangerous nature of cooking. The Form reads as follows:

I, THE UNDERSIGNED, UNDERSTAND THAT COOKING IS POTENTIALLY DANGEROUS INCLUDING BUT NOT LIMITED TO THE PRESENCE OF SHARP IMPLEMENTS, FLAMES, HOT SUBSTANCES, SPILLS, AND SLIPPERY FLOORS. IN RETURN FOR ADMISSION TO ICASI AND ALL COURSES AND ACTIVITIES UNDER ITS AUSPICES, I HEREBY RELEASE ICASI, THE LORETTA PAGANINI SCHOOL OF COOKING, AND LORETTA PAGANINI, AS WELL AS THEIR INSTRUCTORS, STAFF, AND STUDENTS FROM ANY AND ALL LIABILITY FOR ANY ACCIDENT OR INJURY.

Enrolling students will also be required to review four other documents. A Statement of Post-Graduation Intent that forms a portion of ICASI's data collection regarding student performance must be completed and signed. An Internship Acknowledgement form must also be signed. A Confidentiality Waiver may be executed if the student wishes to allow family members or others access to their grades and information about their student performance. A Media Release form may be executed if the student wishes to allow his or her image to be used by ICASI or the media in conjunction with school activities. No students are required by ICASI to grant access to academic records to another person, nor are students required to allow the media to use their images. Such decisions are individual and voluntary.

Orientation

All first quarter students are required to attend an orientation session that will be scheduled prior to the start of their first academic quarter. Topics covered in the orientation include expectations for student performance and conduct, program goals, and objectives. At this time students will be provided with their uniforms, tool kit, and instructional materials. ICASI administrators and instructors will be on hand to answer student questions.

Registration Procedures

Student registrations are accepted 30 days prior to the start of classes in any academic quarter. Students who register less than 30 days before the start of a class will be required to pay a \$25.00 Late Fee. This fee does not apply to new students. New students may register for classes only after signing the Enrollment Agreement.

Registration forms can be obtained by contacting the Admissions Office. Students are encouraged to register early to avoid being closed out of required courses. If a class is full, the student will be placed on a waiting list for a space in a future class. Late registrations will be accepted based on course availability and are subject to a \$25.00 Late Fee.

Students who have not satisfied an INCOMPLETE or are on academic probation will not be eligible for registration until said requirements are met except with specific approval of the Director of Student Services.

Diploma students who have not fulfilled the requirements to satisfy their incomplete status within the allowable time period but who have completed the requirements of a Certificate program will be automatically transferred to the Certificate program, granted a certificate, and graduated from the school.

Registration Deadlines

Fall 2016	August 19, 2016
Winter 2017	December 16, 2016
Spring 2017	March 17, 2017
Summer 2017	June 7, 2017
Fall 2017	August 18, 2017

Academic Calendar

ICASI Academic Quarters

ICASI has three regular academic quarters per year, with Fall, Winter, and Spring start dates. Each quarter contains 12 instructional weeks. During Fall Quarter, ICASI does not hold classes during the week of Thanksgiving. During Spring Quarter, ICASI may not hold classes the week of Memorial Day. ICASI also has an abbreviated eight-week quarter with limited scheduling during the summer.

Schedule of Academic Quarters

Fall 2016	September 12, 2016 – December 13, 2016
Winter 2017	January 9, 2017 – April 1, 2017
Spring 2017	April 10, 2017 – June 28, 2017
Summer 2017	July 8, 2017 – August 26, 2017
Fall 2017	September 11, 2017 – December 13, 2017

Observed Holidays

ICASI attempts to schedule classes around national and cultural holidays. Classes will be rescheduled and/or the ICASI administrative offices will be closed for the following holidays:

- New Years Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's Eve

School Recess

Regular classes will not be held at ICASI during the following weeks:

June 30, 2016 – September 11, 2016	Summer Recess
November 20, 2016 – November 27, 2016	Thanksgiving Recess
December 14, 2016 – January 8, 2017	Winter Recess
April 2, 2017 – April 9, 2017	Spring Recess
June 29, 2017 – September 10, 2017	Summer Recess

Class Schedules

For students in the Standard Scheduling Option, classes are held on Monday and Wednesday or Tuesday and Thursday from 10:00am to 2:00 pm or 6:00 pm to 10:00 pm and on Saturday from 9:00 am to 1:00 pm.

Students in the Saturday-Only Scheduling Option will attend classes on Saturday from 8:00 am to 4:00 pm during the Spring and Fall quarters and on Saturday from 8:00 am to 2:00 pm during the summer session.

Tuition and Fee Schedule

Culinary Arts Basic Techniques Certificate Program: Standard Scheduling Option

<u>Quarter 1</u>	
CA1100 Culinary Arts Basic Techniques 1 (120 hours)	3300.00
LS1100 Sanitation (16 hours)	440.00
LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	775.00
Quarter 1 Total	5,520.00

<u>Quarter 2</u>	
CA1200 Culinary Arts Basic Techniques 2 (120 hours)	3,300.00
Quarter 2 Total	3,300.00
TOTAL	8,820.00

Culinary Arts Basic Techniques Certificate Program: Saturday-Only Scheduling Option

<u>Quarter 1</u>	
CA1100 Culinary Arts Basic Techniques 1 (120 hours)	3,300.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	775.00
Quarter 1 Total	4,200.00

<u>Quarter 2</u>	
LS1100 Sanitation (16 hours)	440.00

LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Quarter 2 Total	1,320.00

<u>Quarter 3</u>	
CA1200 Culinary Arts Basic Techniques 2 (120 hours)	3,300.00
Quarter 2 Total	3,300.00
TOTAL	8,820.00

Students continuing in the Culinary Arts Advanced Techniques Diploma program will map onto the class schedule and fee schedule of the standard option starting with Quarter 3 of that program. Students transferring from this Certificate program to a Diploma program must also pay a \$400.00 supplemental Textbook and Supply fee.

Pastry Arts Basic Techniques Certificate Program

<u>Quarter 1</u>	
PA1100 Pastry Arts Basic Techniques 1 (120 hours)	3,300.00
LS1100 Sanitation (16 hours)	440.00
LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	775.00
Quarter 1 Total	5,520.00

<u>Quarter 2</u>	
PA1200 Pastry Arts Basic Techniques 2 (120 hours)	3,300.00
Quarter 2 Total	3,300.00
TOTAL	8,820.00

Pastry Arts Basic Techniques Certificate Program: Saturday-Only Scheduling Option

<u>Quarter 1</u>	
PA1100 Culinary Arts Basic Techniques 1 (120 hours)	3,300.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	775.00
Quarter 1 Total	4,200.00

<u>Quarter 2</u>	
LS1100 Sanitation (16 hours)	440.00
LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Quarter 2 Total	1,320.00

<u>Quarter 3</u>	
PA1200 Culinary Arts Basic Techniques 2 (120 hours)	3,300.00
Quarter 2 Total	3,300.00
TOTAL	8,820.00

Students continuing in the Pastry Arts Advanced Techniques Diploma program will map onto the class schedule and fee schedule of the standard option starting with Quarter 3 of that program. Students transferring from this Certificate program to a Diploma program must also pay a \$400.00 supplemental Textbook and Supply fee.

Culinary Arts Advanced Techniques Diploma Program

<u>Quarter 1</u>	
CA1100 Culinary Arts Basic Techniques 1 (120 hours)	3,300.00
LS1100 Sanitation (16 hours)	440.00
LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	1,175.00
Quarter 1 Total	5,920.00

<u>Quarter 2</u>	
CA1200 Culinary Arts Basic Techniques 2 (120 hours)	3,300.00
CA2300 Pastry and Baking Arts for Culinary students (48 hours)	1,320.00
Quarter 2 Total	4,620.00

<u>Quarter 3</u>	
CA2100 Culinary Arts Advanced Techniques 1 (120 hours)	3,300.00
LS2200 Foodservice Management 1 (48 hours)	1,320.00
Quarter 3 Total	4,620.00

<u>Quarter 4</u>	
CA2200 Culinary Arts Advanced Techniques 2 (120 hours)	3,300.00
LS2300 Foodservice Management 2 (48 hours)	1,320.00
Quarter 4 Total	4,620.00

<u>Quarter 5</u>	
CA2400 ICASI Student Café (192 hours)	3,300.00
Quarter 5 Total	3,300.00

<u>Quarter 6</u>	
CA2500 Externship – Culinary Arts (200 hours)	NO FEE
TOTAL	23,080.00

Pastry Arts Advanced Techniques Diploma Program

<u>Quarter 1</u>	
PA1100 Pastry Arts Basic Techniques 1 (120 hours)	3,300.00
LS1100 Sanitation (16 hours)	440.00
LS2100 Nutrition and Healthy Cooking (32 hours)	880.00
Enrollment Fee (Non-Refundable)	125.00
Textbook and Supply Fee (See Refund Policy on Page 18)	1,175.00
Quarter 1 Total	5,920.00

<u>Quarter 2</u>	
PA1200 Pastry Arts Basic Techniques 2 (120 hours)	3,300.00
PA2300 Savory Cooking Techniques (48 hours)	1,320.00
Quarter 2 Total	4,620.00

<u>Quarter 3</u>	
PA2100 Pastry Arts Advanced Techniques 1 (120 hours)	3,300.00
LS2200 Foodservice Management 1 (48 hours)	1,320.00
Quarter 3 Total	4,620.00

<u>Quarter 4</u>	
PA2200 Pastry Arts Advanced Techniques 2 (120 hours)	3,300.00
LS2300 Foodservice Management 2 (48 hours)	1,320.00
Quarter 4 Total	4,620.00

<u>Quarter 5</u>	
PA2400 ICASI Student Café (192 hours)	3,300.00
Quarter 5 Total	3,300.00

<u>Quarter 6</u>	
PA2500 Externship – Pastry Arts (200 hours)	NO FEE
TOTAL	23,080.00

Represents typical course schedules. Enrollment is dependent upon course availability.

ICASI General Fees

Transcript Fee	Per Official Copy	\$10.00
Late Registration Fee	Per Quarter	\$25.00
Late Tuition Fee	Per Quarter	\$25.00
Test Re-Take Fee	ServSafe Sanitation Exam	\$75.00
Insufficient Funds Fee	Per Check	\$35.00
Educational Record Copy	Per Request	\$25.00

Payment of Tuition and Fees

ICASI tuition payments are determined by quarter and students are required to pay only the tuition due for classes taken during a particular quarter. In the event that a student is eligible for a tuition refund, the refund amount will be calculated based on the tuition received for that particular quarter.

Tuition is due 30 days before the start of each quarter. Tuition may be paid in cash, check, or by credit card (Mastercard, Visa, Discover). Tuition credit may also be gained through scholarship award, ICASI ProStart Grant award, or GI Bill.

If full tuition is not paid by the due date, a \$25 late fee will be charged.

If a check is returned for insufficient funds a \$35 fee will be charged.

Students who have not paid full tuition and all applicable fees or made alternate arrangements with the ICASI bursar by the start of the first class session will be removed from the class roster.

Withdrawal Policy

A student may withdraw from a course at any time, although he or she will only be eligible for a tuition refund prior to completion of half the scheduled class meetings. (See the Tuition Refund Policy below.) When a student withdraws from a course, a "W" will be recorded on the student's transcript. Withdrawal will not affect grade point average, but will impact calculation of Satisfactory Academic Progress (See Satisfactory Academic Progress Policy below.)

Notification of withdrawal from a class may be provided by the student in any format, including but not limited to written, electronic, verbal, or other

communication or through protracted non-attendance at class. Withdrawal may be initiated by ICASI when a student fails to meet attendance requirements, satisfactory academic progress requirements, or conduct requirements.

Tuition Refund Policy

In compliance with State of Ohio Administrative Code 3332-1-10 and the Cancellation and Refund Policy (Document 31) of the Accrediting Council for Continuing Education and Training, tuition will be refunded according to the following schedule:

- ICASI does not accept any money from prospective students or obligate them in any way until they are accepted into a program.
- Students are not obligated to pay tuition or fees for programs cancelled by ICASI.
- An enrollment agreement may be cancelled within five calendar days after the date of signing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such payment will be made no later than 30 days after cancellation.
- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated only for the enrollment fee.
- Students who do not attend a class shall be obligated only for the enrollment fee.
- A student who starts a quarter and withdraws during the first calendar week shall be obligated for 10% of the tuition for that quarter plus the enrollment fee.
- A student who withdraws anytime between the second calendar week and the scheduled midpoint of a quarter shall be obligated for a pro rata portion of the tuition plus an additional 10% of the remaining tuition for that quarter plus the enrollment fee.
- A student who withdraws after the scheduled midpoint of a quarter will not be entitled to any tuition refund.

When determining the number of weeks completed by a student, ICASI will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Refunds will be calculated based upon a student's last date of attendance (LDA) at class or another academic activity. The school shall make the appropriate refund within 30 days of the date of determination (DoD) that a student has withdrawn or has been terminated from a program.

Books and Supplies Refund Policy

In compliance with State of Ohio Administrative Code 3332-1-10 and the Cancellation and Refund Policy (Document 31) of the Accrediting Council for Continuing Education and Training, if a student withdraws, credit will be determined and all efforts will be made to refund prepaid amounts for books and supplies except for the following items:

- Items that are special ordered for a particular student and cannot be used or sold as new to another student
- Items that were consumed by the student and can no longer be used or sold as new to another student

Course, Class Session, and Program Schedule Cancellation Policy

Occasionally, the school must cancel a course, class session, or program schedule due to insufficient student registration. Students will be notified as soon as possible and the full tuition (and enrollment fee if applicable) will be refunded. The school reserves the right to cancel any course, class session, or program schedule due to unforeseen circumstances.

Cancellation of class sessions due to inclement weather will be determined by ICASI. Students will be notified of class cancellation due to inclement weather or for any other reason via local media school closing systems and/or contact by a school administrator.

GRADING SYSTEM, CREDIT AWARDS, AND SATISFACTORY ACADEMIC PROGRESS

ICASI Grading System

Grades at ICASI are based on credit received for daily class participation, written and cooked homework assignments, performance of internship/externship duties, and written and practical examinations. Specific details of the grading of each course are communicated to students on the syllabus for the course.

Letter and Numerical Equivalents

ICASI utilizes a numerical and letter grade system for classroom assignments and for assignment of final course grades. The letter grades, their numerical equivalents on a 0-100 point scale, and their quality point equivalents for use in calculating course grades and grade point average (GPA) appear below.

<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Quality Point Equivalent</u>
A+	97-100	4.00
A	93-96	3.75
A-	90-92	3.50
B+	87-89	3.25
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.50
C	73-76	2.25
C-	70-72	2.00
F	Below 70	0.00
I	Incomplete	0.00
W	Withdrawal	0.00

Grading: Late Assignments, Make-Up Examinations, and Re-Take Examinations

Because it is important that assignments be completed promptly, late work will be penalized and the window of opportunity for submitting late work will be very narrow. If an assignment is missed, a student must complete it and

turn it in at the next regularly scheduled class session or may complete it and submit it earlier than the next session by special arrangement with the class instructor or the Education Department.

Late work will be graded as usual and then a penalty of 10% point deduction will be assessed. All late work must be completed and turned in no later than the next class session. If a student does not turn in a late assignment within this grace period, the score for the assignment will be a ZERO.

In the event of a one-day absence, the assignment is due without penalty on the day the student returns to class. All other work due on that day must also be submitted on time. If a student cannot turn in an assignment on time, class should not be skipped to gain the extra day for submission, because class performance points for the day of the absence will be lost. In the event of a longer absence due to illness or emergency, the student must contact Student Services or the Education Department to set up a schedule for timely submission of missed assignments.

Students who miss a quiz or an examination are given the opportunity to make up the quiz or exam by appointment with the instructor or an ICASI administrator. If a student misses a make-up appointment, he or she will receive a score of ZERO. Students who fail a quiz or examination will be given the opportunity to re-take the quiz or exam one time only. The score of the re-take quiz/exam will be averaged with the original quiz/exam score on a weighted scale that gives the re-take twice as much weight as the original. Whether this weighted average is a passing or failing grade, it will be entered into the student's grade record.

Satisfaction of Incomplete Grades

A student who has received a grade of INCOMPLETE for a class has missed a substantial number of scheduled classes or has failed to achieve a passing average on examinations and homework and has requested a grade of INCOMPLETE and the opportunity to satisfy course requirements.

The INCOMPLETE grade will be removed and the student's final course grade calculated when

- missed class sessions have been made up
- failed exams have been re-administered to the student and passed

The maximum amount of time allowed for satisfaction of an INCOMPLETE grade is one academic quarter. INCOMPLETE grades that are not satisfied in the allotted time will be converted to the letter grade of F. The student will

receive no credit for the course and will be required to repeat the failed class at his or her own expense. Students who repeat classes will be required to meet all current class requirements and will receive no credit for work completed in the failed class.

Grade Reports

After the end of each academic quarter, grade reports will be issued to each student. The grade report will include

- the final grades for courses taken during the most current academic quarter
- the total number of contact hours completed by the student to date
- the total number of contact hours attempted by the student to date
- the student's most current quarter GPA
- the student's cumulative GPA
- warning or probationary status notifications

Transcripts and Credit Transfer

Official transcripts may be ordered from the Student Services Office. The fee for an official transcript is \$10.00 per copy.

ICASI will cooperate with other educational institutions seeking to transfer credit awarded to its students. In addition to reporting grades and credit awarded, ICASI will also provide information regarding course length, content, and format to credit evaluators.

Satisfactory Academic Progress Policy

Measurement of Satisfactory Academic Performance

ICASI measures satisfactory academic progress by both qualitative measures, including course grades and cumulative grade point average (GPA), and quantitative measures, including percentage of class sessions attended and contact hours attempted and earned. Satisfactory progress at ICASI is defined as being compliant with the policies that govern each of these areas. Failure to achieve satisfactory academic progress may result in a warning, academic probation, or involuntary administrative withdrawal from a program.

Evaluation Increments for Determining Satisfactory Academic Progress

Each student will have his or her performance evaluated throughout each academic quarter using several different criteria. Some of the criteria will measure the student's mastery of particular tasks, as indicated by performance on an examination or homework assignment. Other criteria, attendance records for example, will measure the amount of time spent and credit earned by the student in classroom activities. At the end of each academic quarter, these evaluation criteria will be utilized to produce course grades. Course grades will then be utilized to generate grade point averages, determine course credit awards, and evaluate satisfactory academic progress.

Qualitative Evaluation: Course Credit Awards and GPA Calculation

Credit will be awarded to students who complete a course with a letter grade of C- (equivalent to a numerical grade of 70%-72%) or better. Students who receive a letter grade of F (equivalent to a numerical grade below 70%) will receive no credit and must repeat the course. Students are required to pay tuition for all repeated courses.

Students who receive a grade of INCOMPLETE must satisfy the grade in accordance with the procedures listed above (see Satisfaction of Incomplete Grades). Students who withdraw from a class earn no credit for the class. Should a student wish to re-enroll in any class from which he or she has formerly withdrawn, the entire course must be repeated.

Each student's grade point average (GPA) will be calculated using the following formulae:

- $GPA = \frac{\text{Total Course Quality Points Earned}}{\text{Total Clock Hours Completed}}$
- $\text{Course Quality Points Earned} = \text{Quality Point Equivalent} \times \text{Course Clock Hours}$

Students must achieve a GPA of 2.0 or better to demonstrate satisfactory academic progress.

Quantitative Evaluation: Attendance Requirements and Maximum Time Frame

To maintain Satisfactory Academic Progress, a student must meet all attendance requirements (See the Attendance, Tardiness and Make-Up Policy below) and must complete his or her program within the maximum time frame as described below.

All ICASI programs must be completed within 1.5 times the normal program length, as measured in both calendar time and in number of clock hours attempted.

Students in Certificate programs are required to complete all program requirements in three (3) or fewer academic quarters, while completing 288 clock hours with no greater than 432 clock hours attempted.

Students in Diploma programs are required to complete all program requirements in nine (9) or fewer academic quarters, while completing 1064 clock hours with no greater than 1596 clock hours attempted.

If a student receives a grade of INCOMPLETE for a course, that course will be recorded as contact hours attempted but not completed until such time as the INCOMPLETE grade is satisfied (see Satisfaction of Incomplete Grades). After satisfaction of the INCOMPLETE that course will be recorded as hours attempted and hours complete and will not count against the student in determining program completion time by clock hours attempted.

If a student fails a course, that course will be permanently recorded as hours attempted but not completed and will count against the student in determining program completion time by clock hours attempted.

Course drops and repetitions will also increase the number of clock hours attempted and count against the student in determining program completion by clock hours attempted.

Failure to Meet Standards

A student who fails to achieve Satisfactory Academic Progress as defined above in any academic quarter will be placed on academic probation.

Verbal notification of academic probation will be made to the student upon calculation of grades. Written notification of academic probation will be included with the grade report mailed to the student's home address.

Probation, Dismissal, and Readmission Policies

Academic Probation Requirements

A student placed on academic probation must make a written appeal to the ICASI Executive Director and the ICASI Education Director explaining why he or she failed to meet satisfactory academic progress and proposed changes that will lead to satisfactory progress in the next evaluation period. The student will be permitted one (1) week to make such appeal after determination of failure to meet satisfactory academic progress by ICASI and ICASI will have two (2) days to respond. For an appeal to be accepted, the student must agree to a written academic plan and must fulfill the requirements of that plan during the following quarter.

Probationary status allows ICASI students one last chance to correct academic performance that is determined to be unacceptable according to ICASI policy. Probationary status is temporary and is assigned for one academic quarter.

If satisfactory academic progress is maintained, the student will be returned to good standing. Failure to maintain satisfactory academic progress during probation will result in administrative withdrawal of the student and dismissal from ICASI.

Verbal notification of dismissal will be made upon determination of status. Written notification of dismissal will be made via certified letter.

Students who have been dismissed may appeal their dismissal within five (5) days of receipt of written notification.

Disciplinary Probation Requirements

Students who violate ICASI Student Conduct Policies and face dismissal (see Reasons for Dismissal and Dismissal Appeal Process) may appeal and be placed on probation. Probationary status allows ICASI students one last chance to correct conduct that is determined to be unacceptable according

to ICASI policy. Probationary status is temporary and is assigned for one academic quarter.

If a student corrects the conditions that led to probation within one academic quarter of its application, he or she will be returned to good standing. Failure to correct the conditions that led to probation within one quarter will lead to dismissal.

Reasons for Dismissal and Dismissal Appeal Process

Dismissal severs the relationship between a student and ICASI and is used as a last resort to remove unsuccessful or disruptive students from the ICASI student body.

Dismissal may occur after a student has failed to meet his or her obligations during an academic quarter in which probationary status was in effect. Dismissal may also occur when a student engages in a serious violation of ICASI policies.

Reasons for dismissal include, but are not limited to:

- Failure to maintain Satisfactory Academic Progress
- Failure to correct the conditions which led to probation within one academic quarter
- Violation of Classroom Conduct Policy
- Violation of Academic Honesty Policy
- Violation of Harassment Policy
- Violation of Alcohol and Drug Use Policy
- Theft from ICASI, its instructors, its employees, and/or members of its student body

To appeal his or her dismissal and request probationary status, a student must submit a written appeal to the ICASI Executive Director and the ICASI Education Director explaining the conditions that led to dismissal and by giving evidence that changes have occurred that will make correction possible. The student will be permitted one (1) week to make such appeal after dismissal by ICASI and ICASI will have two (2) days to respond. For an appeal to be accepted, the student must agree to being placed on probation, agree to a written academic and/or disciplinary plan, and must fulfill the requirements of that plan during the following quarter.

Verbal notification will be made to the student upon announcement of the Executive Director's decision. Written notification will be made via certified letter.

Once an appeal is granted, the student is readmitted to the school with probationary status.

Readmission Process

A previously dismissed student may apply for readmission to ICASI, but is not guaranteed readmission. A previously dismissed student may be granted readmission to ICASI at a later date if he or she meets the following conditions:

- the student has provided evidence that the circumstances that contributed to dismissal are not likely to cause future violations of conduct or academic policies
- the student must agree to abide by the terms of a written academic plan approved by both the Executive Director and the Education Director
- the student's application for readmission is approved by the ICASI Executive Director, the ICASI Education Director, and the ICASI Student Services Director

To receive an Application for Readmission, please contact the Office of the ICASI Student Services Director. Readmitted students are required to sign a new enrollment agreement that may contain updated graduation requirements and increased tuition rates.

Attendance, Tardiness, and Make-Up Policy

Cumulative Attendance

Due to the nature of hands-on instruction in the culinary and pastry arts, students must attend or make-up most scheduled class sessions and portions thereof. Attendance in class will be measured both by days in attendance and by hours in attendance. Students must complete each class with an adjusted attendance rate after make-up sessions of 80% attendance or better. While it may be necessary to miss a limited number of scheduled sessions, ICASI urges students to take these attendance requirements very seriously.

The maximum number of class sessions a student may miss without make-up in an academic quarter as measured in days is:

- four (4) classes total in a Basic Techniques series or Advanced Techniques series course with no more than two (2) classes in any instructional unit

- two (2) classes total in crossover courses (CA2300: Baking and Pastry Techniques for Culinary Students, PA2300: Savory Techniques for Pastry Students)
- two (2) classes total in full-quarter lecture series courses (LS2100: Foodservice Management 1, LS2200: Foodservice Management 2)
- one (1) class in LS2100: Nutrition and Healthy Cooking
- zero (0) classes total in LS1100: ServSafe Sanitation
- four (4) four-hour prep days and two (2) event days in ICASI Student Café

If a student misses more than the allowable number of classes in a course, he or she will receive a grade of INCOMPLETE.

In order to successfully complete each course and in order to be eligible for graduation, a student must also have a cumulative attendance rate of 80% or better as measured in hours of attendance.

Attendance is taken daily in all ICASI classes. Students will be alerted to their attendance status on unit performance reviews. Students who fail to meet attendance requirements will be notified of their status by the Education Department.

Excused Absences

If a student must miss class for a period longer than normally permitted by the attendance policy or for more total absences than normally allowed by the attendance policy, he or she must contact the ICASI Student Services Director and the ICASI Education Director to obtain permission for an excused absence. The student must agree to a prearranged plan to make up the absences by meeting with an instructor or the ICASI Education Director to review material covered in missed class sessions. Students who are granted an excused absence must make up the missed class sessions and must achieve a cumulative attendance rate of 80% or better as measured in both days of attendance and hours of attendance in order to successfully complete the course and in order to be eligible for graduation.

Making up missed class sessions will assure that the student has had instruction in important class material; however participation points lost by the absence cannot be restored.

A student who is absent from scheduled class sessions for three consecutive weeks without prior approval from the Education Director or

Student Services Director and without a prearranged plan to make up the absences will be automatically withdrawn from the class.

Tardiness and Early Departure

Student tardiness and early departure interferes with the ability of an ICASI instructor to effectively conduct class in a controlled and undisturbed atmosphere and it disturbs the learning process of fellow students. All ICASI students are urged to respect both instructors and classmates and to arrive for and depart from scheduled class sessions on time.

Late arrivals and early departures will be tracked to assure compliance with ICASI attendance policies. Students will only be given credit for class attendance in complete hour units. If late arrival or early departure causes a student to miss any part of a scheduled class hour, the student will receive no credit for that hour. At ICASI, students are encouraged to attend classes if they must arrive late or depart early, but arrival more than 20 minutes after the start of class or departure more than 20 minutes earlier than the end of class will result in forfeiture of class participation points for the session.

Make-Up Policy

Students may make up missed class sessions or hours thereof by scheduling make-up sessions with the Education Director. Make-up sessions must contain the same course content and activities as the periods that are being made up. Completed make-up sessions will be recorded on the course grade sheet.

If a student misses more than the allowable number of class sessions or hours in a course, he or she will receive a grade of INCOMPLETE. Conversion of the INCOMPLETE to a letter grade will take place once the student satisfies requirements of an individual make-up plan developed by the Education Director and the Student Services Director. Requirements of the individualized plan will be developed after consideration of the student's attendance record and academic performance, as well as the specific reasons that caused the insufficient attendance.

The maximum amount of time allowed for satisfaction of an INCOMPLETE grade is one academic quarter unless the student is on an approved Leave of Absence. INCOMPLETE grades that are not satisfied in the allotted time will be converted to the letter grade of F. The student will receive no credit for the course and will be required to repeat the failed class at his or her own expense. Students who repeat classes will be required to meet all current

class requirements and will receive no credit for work completed in the failed class.

Leave of Absence Policies

A student may interrupt his or her program of study due to unforeseen circumstances by taking a Leave of Absence. The Leave of Absence provides time for the student to attend to important issues, but is not open-ended, ongoing, or unlimited in length. Specific rules regulate requesting a Leave of Absence, returning from a Leave of Absence, or failing to return from a Leave of Absence.

ICASI Leave of Absence policy is designed to insure that a student will lose as little time as possible from his or her studies when unforeseen events require attention. For students in Advanced Techniques Diploma programs, a Leave of Absence cannot exceed 180 consecutive days in any 12-month period. For students in Basic Techniques Certificate programs, a Leave of Absence cannot exceed 90 consecutive days during the duration of the program. Failure to return from a Leave of Absence within the allowable time frame will result in automatic withdrawal of the student from the program in which he or she is enrolled. To be readmitted to a program after such a withdrawal, the student must apply for readmission and meet all requirements of the ICASI Re-Entry policy. Readmitted students are required to sign a new enrollment agreement that may contain updated graduation requirements and increased tuition rates.

A student seeking a Leave of Absence must submit a written Leave of Absence request to the Student Services Director prior to the starting date of the Leave of Absence unless emergency circumstances prevent the student from doing so. A student who submits a late written request for a Leave of Absence, however, must do so prior to non-attendance at four consecutive class sessions.

The written Leave of Absence request must include:

- the date the request was submitted
- the reason for the request
- the expected date of return from the Leave of Absence
- the signature of the student

Upon receiving a Leave of Absence request, the Student Services Director will review the request and then schedule a meeting with the student to discuss approval or denial of the request based on ICASI Leave of Absence Policy. The Student Services Director will also provide counseling and the

student must formally acknowledge that he or she understands the procedures and requirements for returning from a Leave of Absence as well as the consequences for failure to do so. An approved Leave of Absence will temporarily suspend calculation of the student's rate of progress and may alter the student's expected graduation date. The Leave of Absence request and express written approval will be filed in the student's educational record.

If a student does not register for class during a quarter in which he or she is eligible and/or is absent for more than four consecutive scheduled class sessions without contacting ICASI, the student will be automatically withdrawn from the program in which the he or she is enrolled. If the student qualifies, ICASI will issue a refund for any tuition owed based upon the student's last date of class attendance or participation in academic activity.

A Leave of Absence may be extended by submission to the Student Services Director of a formal written request provided that it meets all requirements of ICASI Leave of Absence policy and that it does not extend beyond the timeframe established for the program in which the student is enrolled.

Internship Regulations

General Information

The Loretta Paganini School of Cooking (LPSC) offers recreational cooking classes to the general public. ICASI is a division of LPSC, Inc. ICASI student interns must assist in the execution of classes offered by LPSC or in other ICASI functions. Specific duties of ICASI Basic and Advanced Techniques interns at these classes will be fully explained in the ICASI internship handout, which will be distributed and discussed during internship training.

Techniques Internships

Students enrolled in all ICASI Culinary Arts and Pastry Arts Basic Techniques 1 and 2 and Culinary Arts and Pastry Arts Advanced Techniques 1 and 2 are required to complete six interning sessions (or equivalent) per course. The Internship program is designed to provide students the opportunity to:

- Put into practice the skills they have learned in their ICASI classes
- Gain experience in interacting with and serving the general public during a culinary event

- Gain exposure to a range of working chefs which may include staff instructors, visiting local chefs, and celebrity chefs
- Reflect upon their experiences and progress as culinary students
- Work under “real-world” conditions alongside professional chefs and senior ICASI students fulfilling obligations the Internship program
- Learn about the responsibilities of professional foodservice employees
- Experience and prepare for the demands of employment in a professional kitchen

Internship Scheduling

ICASI Internships give students the ability to design their own internship program within ICASI guidelines. There are no regularly scheduled class sessions for interns; rather students select and intern in classes of their own choosing with the approval of the Student Services Director. The procedure for selecting classes is outlined in detail in the ICASI interning handout.

Performance Evaluation and Grading

Because every student’s progress through the Internship program is unique, individual internship sessions are graded on a PASS/FAIL basis. Students are not required to take examinations to demonstrate their progress in the program, but they will be evaluated by a number of other means:

- All internship students must submit a self-evaluation form to the class instructor or to an attending ICASI staff instructor following an internship session. The evaluation form will allow the student to evaluate his or her own performance and will allow the instructor to comment upon the student’s demonstrated strengths and weaknesses during the internship session.
- Students are encouraged to contact the Student Services Director if they have any questions about the Internship program or specific internship experiences.

Internship requirements total 15% of the grade for each techniques class at ICASI. Students who successfully fulfill all required internship commitments will receive 15 percentage points towards their final course grades. Students who fail to complete all internship commitments will receive course grades of INCOMPLETE until all work is made up.

Externship Regulations

General Information

The ICASI Externship program is designed to provide students who have completed ICASI classroom training an opportunity to work in a professional environment. The externship program completes the course of study and experience begun in ICASI Student Café. The externship program allows ICASI students to be immersed in actual “real-world” conditions and serve as the point of entry into the professional foodservice workforce.

The ICASI Externship program requires students to extern for a total of 200 hours. Different foodservice operations will need to schedule those 200 hours in different ways or may provide the student with some latitude in designing his or her own externship schedule. Students must work out all details of the externship schedule prior to the start of an externship. The Career Services Director will facilitate these arrangements for the student.

Because the ICASI Externship program is designed to immerse the student in “real-world” conditions, ICASI prefers that all externship students be compensated for work performed at an externship site. In certain cases, allowance may be made for unpaid externships. Rate of pay for externship work must meet industry entry-level standards.

Externships cannot be completed at a student’s current workplace unless the student transfers to another department or job classification or has a significant change in duties. The Career Service Director must approve all externships at current job sites in advance and must receive concurring approval from the Education Director and the Student Services Director.

Externship Scheduling

All Culinary Arts and Pastry Arts Diploma program students are required to register for their externship during the final quarter of their enrollment at ICASI. Registration will start the process of scheduling an externship. Externship planning will be performed in conjunction with or with the approval of the Career Services Director.

Performance Evaluation and Grading

Because students will work in many different types of foodservice establishments, their experiences will be unique. For this reason,

externships are graded on a PASS/FAIL basis. Students will not be required to take examinations to demonstrate their progress in the program, but they will be evaluated by a number of other criteria:

- All externship students must submit an evaluation form to their on-site externship supervisor when the externship terms are agreed upon. The evaluation form will allow the on-site externship supervisor to comment upon the student's demonstrated strengths and weaknesses during the externship program. Criteria for acceptable and unacceptable performance are detailed in the Externship Agreement.
- Evaluation forms are to be submitted after 50, 100, and 200 hours and must include proof that required work has been completed.
- Students are encouraged to contact the Career Services Director or the Education Director if they have any questions about the externship program or specific externship experiences.

Students in Externship programs will gain a grade of PASS if they meet the student expectations listed in *Externship Agreement*. A grade of FAIL will be issued if:

- The student's attendance record at the externship site fails to satisfy ICASI requirements for externship duration
- The student is removed from the externship program by the on-site externship supervisor due to violation of performance and behavior standards governing the employees of the externship site
- A student's performance within the externship program remains unacceptable after a performance evaluation and corrective guidance have been given by the Career Services Director or the Education Director.

OTHER POLICIES AND PROCEDURES

Student Records Confidentiality Policy

The ICASI Policy on the Confidentiality of Student Records is based upon The Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law that protects the privacy of student education records. The law provides students certain rights in three defined areas:

- Inspection and Review of Education Records
- Amendment, Correction, or Comment Upon Information in Educational Records
- Restriction of Access to Educational Records

Inspection and Review of Education Records

ICASI students (or others to whom they have granted access through a waiver of confidentiality) have the right to examine educational records kept by the school. To do so, the student must request access to educational records in writing through the Education Department and set up an appointment to do so. Educational records can be inspected and reviewed on-site during normal school hours. In the event that a student cannot inspect and review the educational records on-site due to hardships caused by great distance or health, a copy of the records (excluding proprietary examinations) can be requested and will be provided at a charge of \$25.00 plus applicable delivery postage.

Amendment, Correction, or Comment upon Information in Educational Records

After inspection and review of educational records, a student has the right to request amendment or correction of material believed to be erroneous. Such requests will be made to the appropriate school official, depending upon the nature of the record for which correction is requested. If the school official determines that amendment or correction is not warranted, the student is eligible to request a formal hearing with the ICASI Executive Director and other appropriate school officials determined by the Executive Director. If the formal hearing does not result in amendment or correction, the student has the right to place a statement about the contested information within the educational records.

Restriction of Access to Educational Records

Except in certain cases, the information within a student's educational record may not be shared without the specific written consent of the student. The written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure is made. If requested by the student, ICASI will provide the student with a copy of the information disclosed.

ICASI may disclose without consent information that FERPA defines as "directory information", which includes the student's name, address, telephone number, email address, honors and awards, program of study, date of program completion, and dates of attendance. Students have the right to request that directory information not be disclosed to third parties. To do so, a written request must be submitted to the Education Department and filed in the student's educational records. Additionally, ICASI will notify students once per year of their right to request that directory information not be disclosed.

Student educational records may be accessed by school officials with legitimate educational interests. School officials include ICASI administrators, program directors, instructors, and staff working within the admissions, student services, and education departments. School officials also include contracted professionals performing financial, legal, regulatory, or others services authorized by ICASI.

Legitimate educational interests include teaching, academic tutoring or advising, vocational counseling and job placement, financial monitoring and advisement, determination of satisfactory academic progress, and other activities that contribute to successful completion of an ICASI program by the student or continuation of ICASI's ability to fulfill its educational mission.

ICASI may also disclose information to other parties under specific circumstances stipulated by FERPA including:

- School personnel from a school to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties related to student financial aid
- Accrediting organizations
- Law enforcement or court officials when complying with a court ruling or subpoena
- Health and safety officials in case of emergency
- Other entities as permitted by The Family Educational Rights and Privacy Act of 1974 (FERPA)

Educational Record Retention Policy

The ICASI record retention policy groups students in three categories that govern the nature of records retained and the storage location of those records.

- Current Students / Recent Graduates and Former Students - Less Than Two Years Prior to Current Term
- Graduates and Former Students - Two to Five Years Prior to Current Term
- Graduates and Former Students - More than Five Years Prior to Current Term

Current Students / Recent Graduates and Former Students – Less Than Two Years Prior to Current Term

Educational records for current students, as well as recent graduates and former students less than two years prior to the current term are stored onsite in secure filing cabinets in the ICASI Administrative Office and offsite in digital format through the DiamondD Student Information System.

Records stored onsite may include:

- Application for admission
- Admission essays and letters of recommendation
- Entry examination results
- Enrollment agreements
- Other enrollment documents
- Financial records
- Proprietary examinations
- Internship/externship paperwork
- Quarterly grade reports
- Placement verification
- Official transcript
- Copy of ServSafe certificate
- Copy of certificate or diploma
- Student complaints and incident reports
- Miscellaneous correspondence

Records stored offsite may include:

- Attendance records
- Course grades and grade reports
- Administrative notations
- Miscellaneous correspondence

Graduates and Former Students – Two to Five Years Prior to Current Term

Educational records for graduates and former students two to five years prior to the current term are stored onsite in secure filing cabinets in storage closets at the ICASI building and offsite in digital format through the DiamondD Student Information System.

Records stored onsite may include:

- Application for admission
- Entry examination results
- Enrollment agreements
- Other enrollment documents
- Financial records
- Placement verification
- Official transcript
- Copy of ServSafe certificate
- Copy of ICASI certificate or diploma
- Student complaints and incident reports
- Miscellaneous correspondence

Records stored offsite may include:

- Attendance records
- Course grades and grade reports
- Administrative notations
- Miscellaneous correspondence

Graduates and Former Students – More Than Five Years Prior to Current Term

Educational records for graduates and former students more than five years prior to the current term are stored offsite in digital format in ICASI cloud storage and through the DiamondD Student Information System.

Records stored onsite may include:

- Official transcript
- Copy of ICASI certificate or diploma
- Student complaints and incident reports
- Miscellaneous correspondence

Records stored offsite may include:

- Attendance records
- Course grades and grade reports

- Administrative notations
- Miscellaneous correspondence

Limitation on Removal of Records

The ICASI record retention policy is designed to gradually remove dated and non-essential information from student educational records. All student records are subject to the terms of the record retention policy except those for which there is an active request to inspect, review, amend, correct, or comment upon the record.

Uniform and Hygiene Policy

Uniform Standards

For safety and sanitary reasons, students are required to wear the following professional uniform:

- A white Chef's Coat embroidered with the ICASI logo and the student's full name. Students may not embroider titles of any kind in conjunction with their names.
- Appropriate uniform pants as determined by ICASI.
- Black skull cap. No other chef's hats will be permitted in the classroom, unless approved by ICASI.
- A professional white apron.
- Neckerchief. White for Certificate Program students, black for Advanced Program students, red for student leaders.
- Non-skid, closed-toe black shoes (non-canvas).

The uniform must be cleaned between classes and must be wrinkle-free. If students arrive for class without the complete and proper uniform, they may be asked to leave and may have to make-up the missed class. There will be no refunds for classes missed for this reason. Students will be penalized by subtraction of daily participation points for not being in proper uniform.

Hygiene Standards

To comply with food safety and sanitation regulations and standard practices governing all professional facilities where food is prepared and consumed, ICASI establishes and maintains the following hygiene standards for all of its instructors and students. (Note: This list is not intended to be a

comprehensive guide to foodservice sanitation. Students will receive additional instruction during class sessions.)

- Wash your hands often to prevent contaminating food.
- Take a daily bath or shower and use deodorant.
- Wash your hair regularly.
- Brush your teeth often.
- Fingernails must be clipped short. Do not wear nail polish while working in the kitchen.
- Smoking is permitted on the ICASI campus only in designated outdoor areas.
- Wear a clean ICASI uniform to all classes.
- Wear your ICASI uniform cap during class.
- Do not use your apron as a hand towel, because the apron will become contaminated.
- Avoid excessive make-up while working in the kitchen.
- Do not wear perfume or cologne in the kitchen.
- Do not wear jewelry in the kitchen except as approved by U.S.D.A food code
- Cover all coughs and sneezes and wash your hands immediately after doing so.
- If you feel ill, even if it seems minor, you should not handle food.
- Don't touch your face or other parts of your body while handling food.
- Cover all cuts, burns and boils with clean bandages and cooking or latex gloves.
- Wear plastic or latex gloves as directed during prep tasks and be sure to change them frequently.
- Eat only in designated areas.
- Do not chew gum or tobacco in the kitchen.
- Use utensils such as tongs and spoons to handle food whenever possible.
- Avoid touching food-contact surfaces of dishes and utensils.
- Handle glasses, bowls and cups by the bottom.
- Handle plates by the bottom or edge.
- Handle forks, knives and spoons by the handles only.

Student Conduct Regulations

Classroom Conduct

The conduct of ICASI students should always reflect self-respect, respect for fellow students, and respect for ICASI, its staff, and its instructors. Basic standards of civility are required at all times.

We understand that during hands-on portions of classes, some talking is necessary, but students are expected to be attentive to the instructor and restrict any talking to pertinent matters. Excessive talking is disruptive to class members as well as the instructor.

ICASI understands that many students are required to be accessible at all times for work or family, however, ringing phones and conversations (including texting) can be very disruptive to instructors and fellow students. During class, all cell phones must be turned off or switched to vibrate. The instructor should be notified if the student might receive a call. Students are required to leave the room if it is absolutely necessary to take or make a call.

ICASI instructors will ask that students violating classroom conduct regulations remove themselves from the classroom. If a student is removed from the classroom due to conduct violations, credit for attendance of that class session will not be issued.

If a student violates classroom conduct regulations and is removed from the classroom three or more times, a disciplinary hearing will be scheduled in accordance with the ICASI policy on Probation, Dismissal, and Re-Entry policy.

Behavior Guidelines

Good students and future food service employees should adhere to the following guidelines:

- Observe all safety and sanitation rules
- Dress appropriately
- Arrive on time
- Follow directions
- Respond appropriately to supervision
- Ask for clarification when further information is needed
- Take initiative
- Troubleshoot and solve problems
- Work as cooperative team members

- Work harmoniously with members of diverse races, sexes, age groups and cultures
- Access and use information from available resources
- Focus on assigned task
- Maintain tools & equipment properly
- Change quickly from one task to another
- Adapt to a variety of classroom tasks and situations

Copyright Policy

ICASI recognizes the obligation of all members of its community – administrators, instructors, students, and staff – to respect the rights that individuals have over the works they create. Responsible use of intellectual property is required and must comply with US laws regarding copyright (Title 17, United States Code).

Many types of material are protected by copyright including but not limited to written materials, visual materials, music, artwork, television and cinema content, software, and original digital content. Copyright protected works may not be copied, distributed, adapted or displayed without permission of the copyright holder, except under limited conditions. Infringement of copyright creates legal liability whether or not the infringement is intentional. Copyright infringers can face severe penalties including criminal prosecution and confinement, payment of fines ranging from \$200 to \$150,000 per work infringed, payment of attorney's fees and court costs, impound and destruction of infringing works, and payment of actual damages to the copyright owner.

Both tangible and digital content are covered by copyright law and internet content should be treated with no less care than other media. Peer-to-peer sharing of digital content is also considered copyright infringement and subject to punishment. No activity that violates copyright law is permissible at ICASI, while using ICASI computers, communications, or copying equipment, or while using ICASI internet access.

Educational fair use guidelines allow the copyrighted intellectual property of others to be used without explicit permission in certain limited situations:

- the purpose is non-commercial, educational, scholarly, or newsworthy
- the use transforms or repurposes the original, intended use
- the work is the subject of criticism or commentary
- the amount used is small compared to the length of the work
- the work will be used on one occasion for a small audience

- the use of the work will not negatively impact the market for the work

In most cases, a cautious approach to using materials is advisable. Students should always:

- Assume that any content they are using is copyrighted
- Acknowledge the creators and sources of material they use
- Follow fair use guidelines
- Seek permission from the copyright owners when in doubt
- Seek assistance from ICASI personnel if you are unsure of your responsibilities regarding fair use

Unacknowledged or improperly cited use of copyright protected materials that meet educational fair use standards may still constitute plagiarism. (See the Academic Honesty policy.)

Academic Honesty Policy

Academic dishonesty can be defined as incidents of cheating and/or plagiarism.

Cheating is obtaining, attempting to obtain, or providing something by dishonest or deceptive means. Examples of cheating include but are not limited to:

- Copying answers seen on a classmate's examination
- Attempting to gain illicit information about examinations or answers to questions on those examinations in advance of the administration of the examination
- Providing others with information regarding examinations and answers to questions on examinations prior to or during the administration of the examination

Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Examples of plagiarism include but are not limited to:

- Incorporating in written work material taken from a primary or secondary source without following standards of conventional attribution
- Incorporating in written work material taken from a primary or secondary source without appropriate reference citation

In addition, ICASI recognizes the following as examples of cheating and/or plagiarism:

- Attempting to gain credit for an original recipe when utilizing a recipe obtained from a written or electronic source
- Representing commercially produced food products as one's own work
- Representing food produced by another student as one's own work
- Utilizing foodservice software to complete food costing and foodservice management assignments, unless permission to do so has been granted by the instructor
- Attempting to remove an examination from ICASI property

A grade of ZERO will be recorded for any assignment for which there is an infraction of ICASI academic honesty regulations. The student will be notified of placement on probation and a letter will be placed in the student's folder. A student is involved in two or more incidents of academic dishonesty may be terminated in accordance with the ICASI Probationary Status, Termination, and Re-Entry Policies.

Alcohol & Drug Policy

For safety reasons, ICASI establishes and maintains the following procedure to deal with students who are under the influence of drugs or alcohol either on the ICASI campus or while participating in an official offsite ICASI event or activity.

All consumption of alcohol (except as part of an authorized teaching exercise) and/or illegal drugs before or during class is forbidden. Students using prescription or non-prescription medication that may impair their ability to safely participate in classroom activities are urged to use good judgment and either absent themselves from class or request instructor permission to refrain from activities that may potentially cause injury to themselves or others.

If a student is suspected of alcohol or drug consumption, the student will be removed from class. A disciplinary hearing will be scheduled in accordance with ICASI Probation, Dismissal, and Readmission policy. If the hearing results in a decision to terminate the student's relationship with ICASI, no tuition refund will be issued.

To comply with state law, underage students will not be allowed to consume alcohol during training exercises that involve alcohol. They will be provided

with non-alcoholic substitutes for tasting and evaluation and/or alternative assignments with the same educational goal.

Personal Property Loss and/or Damage Policy

The school is not responsible for the loss or damage of personal property. Each student is responsible for the care and safety of his or her own personal property and possessions.

Non-Discrimination Policy

ICASI is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Harassment Policy

General Description of Harassment

ICASI seeks to foster the development of each student's abilities and aspirations. Our mission can be realized only if an atmosphere of mutual trust and respect prevails within our school community. Actions that diminish such an atmosphere shall not be condoned or tolerated. These actions may also constitute unlawful harassment.

Unlawful harassment is defined as unwelcome written, verbal, or physical conduct based on a person's actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a person's educational performance or creating an intimidating, hostile or offensive environment.

Unlawful harassment is also defined as any conduct that denigrates or belittles an individual because of any of the characteristics described above.

Such conduct includes but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, innuendo, gestures, physical contact, stalking, threatening, extorting, or the

display or circulation of written or electronically reproduced materials or pictures.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or an employee's job status.
- Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- The conduct has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

This applies whether the harassment is between people of the same or different gender.

Sexual harassment can include:

- unwelcome verbal, written or physical conduct, directed at or related to a person's gender
- gossip or personal comments of a sexual nature
- suggestive or foul language
- sexual jokes
- spreading rumors or lies of a sexual nature about someone
- demanding sexual favor
- forcing sexual activity by threat of punishment or offer of educational reward
- obscene graffiti
- display or sending of pornographic pictures or objects
- offensive touching, pinching, grabbing, kissing or hugging
- restraining someone's movement in a sexual way.

Racial and Color Harassment

Racial and color harassment can include:

- nicknames emphasizing stereotypes
- racial slurs
- negative comments on manner of speaking
- negative references to racial customs.

Religious (Creed) Harassment

Religious (creed) harassment is directed at the characteristics, practices, or customs of a religion or creed and may include:

- derogatory or intimidating comments or conduct regarding surnames
- derogatory or intimidating comments or conduct regarding religious traditions, practices, and scriptures
- derogatory or intimidating comments or conduct regarding religious clothing, jewelry, or symbols
- religious slurs
- graffiti designed to offend practitioners of a particular faith.

Ethnic Background or National Origin Harassment

Ethnic background or national origin harassment is directed at the characteristics of a person's ethnic background or national origin and can include:

- negative comments or conduct regarding surnames
- negative comments or conduct regarding manner of speaking
- negative comments or conduct regarding customs
- negative comments or conduct regarding language
- ethnic slurs.

Marital Status Harassment

Marital status harassment is directed at the characteristics of a person's marital status and can include:

- negative comments or conduct regarding pregnancy
- negative comments or conduct regarding a person's status of being an unwed mother or father.

Sexual Orientation Harassment

Sexual orientation harassment is directed at the characteristics of a person's sexual orientation and can include:

- insulting, offensive, or intimidating name-calling
- insulting or mocking imitation of real, perceived, or imagined mannerisms related to a person's sexual orientation.

Disability Harassment

Disability harassment is based on a person's real or perceived disability, mental condition, or physical condition and can include:

- insulting, mocking, or intimidating comments about the disability or condition
- negative comments or conduct regarding a person's ability to participate in ICASI classes and student activities based on the disability status
- insulting imitation or mocking of manner of speech or movement
- interference with necessary equipment.

Reporting Harassment

A student may report an allegation of unlawful harassment he or she has experienced or witnessed at ICASI to the ICASI Executive Director, the Education Director, the Student Services Director, a particular instructor or any other school personnel. The student making the complaint must do so in writing describing the incident, to include date and name of person filing the complaint, names of persons involved, witnesses, description of the incident, and actions taken. The complaint will be turned over to the Disciplinary Action Board. Other appropriate personnel will be notified of the complaint.

The student (or students) about whom the complaint has been filed will be notified verbally and in writing of the nature of the complaint and will be asked to schedule a meeting with the Disciplinary Action Board. To encourage a fair resolution, all facts about the complaint, including the identity of the person (or persons) filing the complaint will be presented. The student will have the opportunity to confirm, explain, or rebut the complaint.

The Disciplinary Action Board will consider the facts surrounding the complaint and decide on a course of actions that conform to ICASI policies, procedures, and regulations. The student about whom the complaint was filed will be notified of the decision of the Disciplinary Action Board and action will commence if warranted. Students subject to disciplinary action who strongly disagree with the decision of the Disciplinary Action Board may petition for a review of the original complaint and the action taken by the Board.

Additional methods of pursuing claims of unlawful harassment include contacting:

U.S. DEPARTMENT OF EDUCATION
National Office: (800) 872-5327
Cleveland Office: (216) 522-4970

Grievance Procedure

General Information

Any student with a grievance regarding any aspect of ICASI operations has the right to make a formal complaint.

Grievances may be related to:

- ICASI Students and Staff
- ICASI requirements, policies, and/or procedures
- Classroom instruction, grading, and/or student body members
- ICASI facilities, equipment, and/or personnel.

Specific ICASI personnel are assigned to handle complaints in each of these areas.

ICASI Students and Staff

Students with grievances related to other students should:

- Submit a verbal complaint to their classroom instructor, the Education Director, or the ICASI Executive Director
- If the problem is not resolved, submit a formal written complaint to the ICASI Executive Director

ICASI Requirements, Policies, and/or Procedures

Students with grievances related to ICASI requirements, policies, and/or procedures should:

- Submit a verbal complaint or a formal written complaint to the Student Services Director

ICASI Classroom Instruction, Curriculum, and Grading

Students with grievances related to classroom instruction, curriculum, and grading should:

- Submit a verbal complaint to the classroom instructor
- If the problem is not resolved, submit a verbal complaint or a formal written complaint to the Education Director

ICASI Facilities, Equipment, and/or Personnel

Students with grievances related to facilities, equipment, and/or personnel should:

- Make an immediate verbal complaint to any ICASI staff member regarding emergency facilities, equipment, and/or personnel issues
- Submit a verbal complaint or a formal written complaint to the ICASI Executive Director regarding non-emergency facilities, equipment, and/or personnel issues

Formal Written Complaint Procedure

1. The student making the formal complaint must explain the nature of the complaint in writing and deliver it to the appropriate ICASI administrator. The complaint must contain the name of the student submitting it and the date it is being submitted. The written complaint should also contain all pertinent information related to the situation. Depending on the nature of the complaint, such information might contain dates and times, descriptions of conditions, the names of persons involved, witnesses, actions taken, or results of the situation. The complaint will be presented to the ICASI Executive Director by the person with whom it was filed and other appropriate ICASI personnel will be informed.
2. The person (or persons) about whom the complaint has been filed or who is responsible for oversight of the situation prompting the complaint will be notified that a complaint has been made. A meeting will then be scheduled with the ICASI Executive Director and other administrative personnel selected by the Executive Director. The person will be informed of the nature of the complaint that has been filed. To encourage a fair resolution, all facts about the complaint, including the identity of the complaint filer, will be presented. The person will be able to confirm, explain, address, or rebut the complaint.

3. The ICASI Executive Director and attendant administrative personnel will consider the facts surrounding the complaint and will decide on a course of action that conforms to ICASI policy, procedures, and regulations.
4. The person about whom the complaint has been filed or who is responsible for oversight of the situation prompting the complaint will be notified of the decision of the ICASI Executive Director. Appropriate action to address or correct the situation will commence.

Phone Number for the State of Ohio Board of Career Colleges and Schools

If a student is not satisfied with the manner in which the problem was resolved, the student may contact:

STATE OF OHIO BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST BROAD STREET, 24th FLOOR, SUITE 2481
COLUMBUS, OHIO 43215

PHONE NUMBERS:
614-466-2752
877-275-4219 (TOLL-FREE)

STUDENT SERVICES

Tutoring

ICASI does not have a formal tutoring program. Students who need extra help with a particular topic are advised to contact their course instructors as soon as they determine that help is needed. Course instructors may be able to assist the student in person or may be able to direct them towards appropriate educational resources.

Students may also request tutoring assistance from the Education Director, directors of the Culinary and Pastry programs, and in-house instructors. Specific topics of tutoring and tutoring schedules are determined based upon student needs and student and instructor availability.

If poor performance warrants academic intervention a student may be required to attend mandatory tutoring sessions. Such determination will be made by the Education Director and/or the Student Services Director.

Students are encouraged to form study groups and to work together to solve common difficulties.

Student Advising

ICASI students can receive walk-in advising on an "Open Door" basis or by appointment on operating school days. The ICASI Director, the Education Director, the Student Services Director, or the Career Services Director will conduct these advising sessions depending upon scheduling and personnel availability. Students may also arrange advising sessions with individual instructors.

For an advising session with a particular ICASI staff member, please call in advance and arrange an appointment time.

Job Placement

ICASI Career Services works on an individual basis with students and graduates to support and assist those who are seeking part-time or full-time employment in the foodservice industry. Students can make an appointment

with the Career Services team to discuss employment location and type preferences. Career Services works primarily to identify job opportunities and offer placement assistance in Northeast Ohio, but it can also provide placement assistance elsewhere.

Placement assistance includes:

- Making introductory calls on behalf of students
- Performing individualized resume reviews and career counseling
- Conducting mock interviews
- Offering referrals

Career Services also coordinates letters of recommendation from qualified faculty for students who have earned and requested them.

Career Services provides numerous avenues through which students can be put in contact with potential employers:

- Through internship opportunities within the school and at offsite events, Career Services facilitates networking opportunities for students and alumni.
- ICASI.net provides a means for employers to quickly and simply seek ICASI students and graduates through its Careers page.
- Career Services receives job opportunity notifications on a regular basis from both local and national members of the food industry. Potential employers providing job opening information are solely responsible for the content of the posting and for determining the suitability for employment of any ICASI student seeking employment.
- Career Services sends out regular job opportunity email blasts to both active students and alumni.
- Career Services offers ICASI graduates life-time job placement assistance and use of ICASI computers for job search purposes.

ICASI requires job placement verification from graduates. Placement verification data are used to evaluate ICASI programs and their effectiveness in training foodservice professionals.

ALTHOUGH ICASI STRIVES TO FIND EMPLOYMENT FOR EACH OF ITS STUDENTS, IT CANNOT GUARANTEE EMPLOYMENT.

Off-Campus Housing

ICASI is a non-residential school. All students are responsible for the cost of room and board and must make arrangements for their provision.

ICASI Student Library

The ICASI Student Library contains reference cookbooks and periodicals and wi-fi capability. The Student Library does not extend borrowing privileges to ICASI students. Items in the Student Library collection may be utilized on school premises only. Students can use the Student Library on operating school days.

COURSE DESCRIPTIONS

CA1100: Culinary Arts Basic Techniques 1 120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Culinary Arts Basic Techniques 1 (CA1100) is an introductory course designed to expose students to many important cooking techniques and ingredients and to give them hands-on cooking opportunities.

Students registered for CA1100 will have the opportunity to:

- Acquire important kitchen vocabulary about food, kitchen equipment, and classical and contemporary food preparation techniques
- Learn to identify a wide range of fresh food products, their quality, and their uses
- Practice a variety of cooking techniques including knife skills, basic baking, flavoring and seasoning, preparation of stocks and soups, basic vegetable and starch preparation, basic meat and fish preparation, breakfast cookery, and basic sauce making.

CA1200: Culinary Arts Basic Techniques 2 120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Culinary Arts Basic Techniques 2 (CA1200) is designed to build upon basic skills learned in CA1100 by focusing lessons on specific areas of culinary activity. As in CA1100, students will have the opportunity to learn from instructor lecture and demonstration, as well as hands-on application of the culinary skills being taught.

Students registered for CA1200 will have the opportunity to:

- Acquire important kitchen vocabulary about classical and contemporary food preparation techniques
- Utilize professional kitchen techniques while exploring tightly focused topical themes in six Instructional Units
- Practice a variety of cooking techniques including professional techniques for appetizers and hors d'oeuvres, preparation of pates and terrines, expanded pasta making, and expanded sauce making
- Learn and utilize professional fabrication techniques and cooking methods for meat in the preparation of a variety of classical and contemporary dishes

- Learn and utilize professional fabrication techniques and cooking methods for fish in the preparation of a variety of classical and contemporary dishes
- Explore the intricacies of wine tasting including its manufacture, tasting, and pairing with various foods.

CA2100: Culinary Arts Advanced Techniques 1 120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Culinary Arts Advanced Techniques 1 (CA2100) will immerse students into intensive study of specific culinary topics. The four Instructional Units will focus on culinary, historical, and cultural aspects of the cuisines of Europe, the Middle East, and North Africa. Regional and national usage and adaptation of fundamental cooking techniques will be explored, as will ingredient utilization and typical daily meal patterns.

Students registered for CA2100 will have the opportunity to:

- Explore the cultures and learn the cooking techniques of the culinary regions of France, Italy, nations of the Mediterranean basin, and nations of Northern, Central, and Eastern Europe.
- Practice advanced skills and learn to creatively apply techniques to the great cuisines of the world through self-directed and self-conceived cooked homework assignments.
- Engage in self-directed exploration of topics related to the regional cuisines studied through nightly writing assignments and in-class presentations.

CA2200: Culinary Arts Advanced Techniques 2 120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Culinary Arts Advanced Techniques 2 (CA2200) will immerse students into intensive study of specific culinary topics. The four Instructional Units will focus on culinary, historical, and cultural aspects of the cuisines of China and Northeast Asia, India and Southeast Asia, Mexico and Latin America, and the United States. Regional and national usage and adaptation of fundamental cooking techniques will be explored, as will ingredient utilization and typical daily meal patterns.

Students registered for CA2200 will have the opportunity to:

- Explore the cultures and learn the cooking techniques of the culinary regions of Asia, North America, and South America.
- Learn to identify and utilize a range of specialty ingredients particular to each of the cuisines studied.
- Learn to prepare authentic classic recipes from each of the cuisines studied.
- Identify eating patterns and typical meal arrangements in each culture investigated.
- Practice advanced skills and learn to creatively apply techniques of the great cuisines of the world through self-directed and self-conceived unit projects that include preparation of written research papers, creation of menus and recipe sets, and practical cooking.

**CA2300: Baking and Pastry Techniques
48 Clock Hours (12 Lecture, 36 Laboratory)**

Baking & Pastry Arts for Culinary Students (CA2300) is an introductory course designed to develop a professional vocabulary of terms related to baking ingredients, preparation and kitchen equipment and introduces students to a variety of basic techniques in the preparation of baked goods, including: cookies, pies, quick breads, cheesecakes, strudel, custards, frozen desserts and cakes.

Students registered for CA2300 will have the opportunity to:

- Acquire important bakeshop vocabulary about ingredients, bread and pastry products, kitchen equipment, and classical and contemporary food preparation techniques.
- Learn to identify a wide range of ingredients, their quality and their uses.
- Practice a variety of elementary baking techniques including the preparation of breads, cookies, pies, quick breads, cheesecakes, custards and puddings.
- Practice a variety of laminated dough techniques, including puff pastry and Danish.
- Learn the procedures for the basic cake mixing, baking and finishing methods.

**CA2400: ICASI Student Café – Culinary
192 Clock Hours (192 Laboratory)**

ICASI Student Café (CA2400) is the final course in the Culinary Arts and Pastry Arts Diploma programs. It is designed to allow students to integrate and practice all of the skills learned in prior classes through the planning and production of several meal events.

Students registered for CA2400 will have the opportunity to:

- Create original menus for ISC events.
- Develop original recipes for ISC events.
- Calculate preliminary food cost data and create food purchase orders for ISC events.
- Develop a prep work plan, assign tasks, and produce all foods necessary to execute ISC events.
- Execute ISC luncheon events according to customer orders (Student Café luncheons).
- Critique performance at ISC events with supervising chef-instructors.

**CA2500: Culinary Arts Externship
200 Clock Hours (200 Externship)**

The ICASI Culinary Arts and Pastry Arts Externship program is designed to provide diploma program students who have completed all of their studies at ICASI the opportunity to work in a professional situation under the guidance of a trained professional culinary or pastry chef. The externship program completes the course of study and experience begun in ICASI Student Café. The externship program allows ICASI students to be immersed in actual “real-world” conditions and serve as the point of entry into the professional foodservice workforce.

PA1100: Pastry Arts Basic Techniques 1
120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Pastry Arts Basic Techniques 1 (PA1100) is an introductory course designed to develop a professional vocabulary of terms related to baking ingredients, preparation, and kitchen equipment and introduces students to a variety of basic techniques in the preparation of baked goods.

Students registered for PA1100 will have the opportunity to:

- Acquire important bakeshop vocabulary about ingredients, bread and pastry products, kitchen equipment, and classical and contemporary food preparation techniques.
- Learn to identify a wide range of ingredients, their quality and their uses.
- Utilize professional bakeshop organizational and planning techniques including recipe conversion, menu implementation and product presentation.
- Practice a variety of elementary baking techniques including the preparation of breads, cookies, pies, quick breads, custards and puddings, and ice cream.
- Practice a variety of intermediate baking techniques, including the preparation of pate a choux, puff pastry, croissants and Danish, and introduction to chocolates.

PA1200: Pastry Arts Basic Techniques 2
120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Pastry Arts Basic Techniques 2 (PA1200) is an introductory course designed to develop a basic knowledge and skill set for the preparation and decoration of cakes, European tortes, cupcakes, frozen desserts, and baking alternatives for dietary restrictions.

Students registered for PA1200 will have the opportunity to:

- Acquire important bakeshop vocabulary about ingredients, pastry products, kitchen equipment, and classical and contemporary food preparation techniques.
- Learn the procedures for the basic cake methods, such as creaming, two-stage, sponge, angel food and chiffon.
- Practice a variety of elementary decorating techniques, including simple icing, using a paper cone and using a pastry bag to make simple icing decorations.

- Practice a variety of intermediate cake making methods techniques, including the specialty cakes, such as tortes, mousse cakes, rolls and tiered cakes.
- Learn the procedure for making frozen desserts.
- Learn a variety of decorative techniques for professional level cupcakes.
- Learn ingredient alternatives and recipe adaptations for diet-restricted consumers including gluten-free, vegan-friendly, and sugar-controlled desserts.

PA2100: Pastry Arts Advanced Techniques 1
120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Pastry Arts Advanced Techniques 1 (PA2100) is an advanced course designed to build on the basic techniques and explore baking and pastry specialties.

Students registered for PA2100 will have the opportunity to:

- Increase their repertoire of specialized petit fours.
- Learn advanced techniques of bread baking, including artisan, multi-grain, and enriched loaves.
- Learn techniques for basic sugar, pulled and blown sugar, and sugar sculpture.
- Develop proficiency in specialized techniques for chocolate
- Learn to construct multi-tiered cakes and develop proficiency in the use of fondant and royal icing.

PA2200: Pastry Arts Advanced Techniques 2
120 Clock Hours (24 Lecture, 72 Laboratory, 24 Internship)

Pastry Arts Advanced Techniques 2 (PA2200) is an advanced course designed to build on the basic techniques and explore baking and pastry specialties.

Students registered for PA2200 will have the opportunity to:

- Learn and practice advanced decorating techniques including working knowledge of sculpted cakes.
- Prepare marzipan, royal icing, gumpaste, and pastillage and use them to prepare intricate stand-alone pieces and cake decorations.
- Develop advanced proficiency in cake decorating while learning to produce tiered wedding cakes.

PA2300: Savory Techniques for Pastry Students
48 Clock Hours (12 Lecture, 32 Laboratory)

Savory Techniques for Pastry Students (PA2300) will introduce pastry students to basic techniques of savory cooking. Through hands-on cooking, students will have the opportunity to broaden their experience of professional foodservice methods and skills. The unit focuses on teaching students to merge skills learned in their pastry classes with new savory skills in the design and production of simple catered events. The unit also focuses on providing pastry students with an auxiliary set of skills that enhance their desirability with potential employers.

Students registered for PA2300 will have the opportunity to:

- Learn to employ professional knife skills in the preparation of many ingredients
- Gain basic knowledge of vocabulary related to savory cooking techniques
- Learn and practice the principles of manufacturing stocks, soups, and sauces
- Manufacture fresh pasta and prepare a wide range of pasta dishes
- Learn and practice techniques for producing several types of pizzas, salads and dressings, and hot and cold sandwiches
- Manufacture and cook a variety of hot and cold appetizers

PA2400: ICASI Student Café – Pastry
192 Clock Hours (192 Laboratory)

ICASI Student Café (CA2400/PA2400) is the final course in the Culinary Arts and Pastry Arts Diploma programs. It is designed to allow students to integrate and practice all of the skills learned in prior classes through the planning and production of several meal events.

Students registered for PA2400 will have the opportunity to:

- Create original menus for ISC events.
- Develop original recipes for ISC events.
- Calculate preliminary food cost data and create food purchase orders for ISC events.
- Develop a prep work plan, assign tasks, and produce all foods necessary to execute ISC events.
- Execute ISC luncheon events according to customer orders (Student Café luncheons).
- Critique performance at ISC events with supervising chef-instructors.

PA2500: Pastry Arts Externship
200 Clock Hours (200 Externship)

The ICASI Culinary Arts and Pastry Arts Externship program is designed to provide diploma program students who have completed all of their studies at ICASI the opportunity to work in a professional situation under the guidance of a trained professional culinary or pastry chef. The externship program completes the course of study and experience begun in ICASI Student Café. The externship program allows ICASI students to be immersed in actual “real-world” conditions and serve as the point of entry into the professional foodservice workforce.

LS1100: Sanitation
16 Clock Hours (16 Lecture)

Sanitation (LS1100) will give students a complete overview of sanitation principles in the foodservice environment. Students will investigate the variety of foodborne illness causing pathogens, inorganic contaminants, and the illness symptoms they produce. Safe sanitation practices in the flow of food will be learned, culminating in study of the HACCP system and government regulation of foodservice establishments. Students will sit for the NRAEF ServSafe Food Safety Manager Certification Examination.

Students who successfully complete LS1100 will:

- Learn important vocabulary and concepts related to general sanitation principles
- Understand the government’s role in providing sanitation research, legislation, and oversight
- Learn to implement sanitation “best practices” in various foodservice environments
- Investigate foodservice ramifications of sanitation concepts including symptoms of various foodborne illnesses, the importance of adequate staff training and compliance with sanitation standards, and development of a HACCP plan
- Obtain a valid NRAEF ServSafe Food Safety Manager Certificate upon passage of the NRAEF examination

LS2100: Nutrition and Healthy Cooking
32 Clock Hours (20 Lecture, 12 Laboratory)

Nutrition and Healthy Cooking (LS2100) will give students an overview of the function of food components and their sources, general nutritional concepts, and the American Diet. Students will investigate the dietary needs of consumers in foodservice institutions and some alternative diets and eating patterns. In hands-on sessions, this class will be a laboratory for experimenting with ways to alter popular recipes to fit particular eating habits and nutritionally informed menus.

Students who successfully complete LS2100 will:

- Learn important vocabulary and concepts related to general nutrition principles
- Understand the history of the government's role in providing nutritional advice to its citizens
- Learn the recommendations contained in Dietary Guidelines for Americans, 2015
- Investigate foodservice ramifications of nutritional concepts including developing and marketing healthy menus, serving nutritionally conscious foods in a commercial environment, and making nutritional menu claims in accordance with the law
- Understand the impact of nutrition on lifestyle with particular emphasis on cardiovascular disease, cancer, diabetes, weight and exercise, and nutrition over the course of a lifetime
- Practice nutritional recipe analysis and modification of standard recipes to nutritionally conscious recipes

LS2200: Foodservice Management 1
48 Clock Hours (24 Lecture, 24 Laboratory)

Foodservice Management 1 (LS2200) is designed to introduce students to operational skills and techniques necessary to successfully engage in various foodservice management tasks and responsibilities including: planning kitchen production and analyzing food costs, managing and overseeing dining room service, and planning and executing catered events. Through lecture and "hands-on" experiences, students will have the opportunity to write resumes, explore career options, experiment with plate presentation, and learn to develop discriminating palates by participating in a set of recipe development and modification exercises.

LS2300: Foodservice Management 2
48 Clock Hours (24 Lecture, 24 Laboratory)

Foodservice Management 2 (LS2300) is a seminar format course designed to expose students to many important foodservice management concepts, practices, and techniques through the creation of individualized hypothetical businesses. Students in Foodservice Management 2 (LS2300) must be prepared to make class presentations in every class session. The course is taught in a seminar format which requires intense interaction between each student and the instructor and each student and his or her classmates. Each week, a different portion of the Foodservice Management Project Assignment will be due. The class will culminate in presentation of the entire FSM package by each student. As students work through the FSM assignment, they may change or improve upon prior work submissions. The goal of this class is to use class-time interaction to help each student improve upon his or her own FSM package.

Prerequisites Checklist

CA1100: Culinary Arts Basic Techniques 1

None

PA2200: Pastry Arts Advanced Techniques 2

PA1100, PA1200, PA2100, LS1100, LS2100

CA1200: Culinary Arts Basic Techniques 2

CA1100

PA2300: Savory Techniques

PA1100

CA2100: Culinary Arts Advanced Techniques 1

CA1100, CA1200, LS1100, and LS2100

PA2400: ICASI Student Café

PA1100, PA1200, PA2100, PA2200, PA2300, LS1100,
LS2100, LS2200, and LS2300

CA2200: Culinary Arts Advanced Techniques 2

CA1100, CA1200, LS1100, and LS2100

LS1100: NRAEF ServSafe Sanitation

None

CA2300: Baking Techniques

CA1100

LS2100: Nutrition and Healthy Cooking

None

CA2400: ICASI Student Café

CA1100, CA1200, CA2100, CA2200, LS1100, LS1200,
LS2200, and LS2300

LS2200: Foodservice Management 1

PA1100/CA1100, PA1200/CA1200, LS1100, and LS2100

PA1100: Pastry Arts Basic Techniques 1

None

LS2300: Foodservice Management 2

PA1100/CA1100, PA1200/CA1200, LS1100, LS1200, and
LS2200

PA1200: Pastry Arts Basic Techniques 2

PA1100

PA2100: Pastry Arts Advanced Techniques 1

PA1100 and PA1200

ICASI ADMINISTRATION AND FACULTY

ICASI ADMINISTRATION

Loretta Paganini, Director Emeritus

Relevant Work Experience:

2002-Present Owner / Founder / Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2007-Present Owner / Founder / Executive Chef, Sapore Restaurant, Chesterland OH
 1992-Present Owner / Director / Tour Organizer, LPSC Gastronomic Tours of Italy, Chesterland OH
 1981-Present Owner / Founder / Director / Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 1981-Present Media Personality (television, print, radio)
 1981-Present Food, Beverage, and Restaurant Consultant
 1982-1989 Director, The Kitchen Cooking Company, Chardon OH
 1980-1982 Partner, Calico Country Cupboards, Chesterland OH
 1979-1980 Assistant Manager, Timothy's Coffees of the World, Beachwood OH
 1966-1973 Manager, Pasticceria Tilde, Bologna, Italy

Education:

1986-1989 Kent State University, Kent OH
 1979-1980 Cuyahoga Community College, Cleveland OH
 1975-1977 Nassau Community College, Garden City NY
 1971 University Scuola Magistrale, Bologna, Italy

ICASI Courses Taught:

CA1100: Culinary Arts Basic Techniques 1
 CA1200: Culinary Arts Basic Techniques 2
 CA2100: Culinary Arts Advanced Techniques 1

Stefanie Paganini, Executive Director

Relevant Work Experience:

2015-Present Director, International Culinary Arts and Sciences Institute, Chesterland OH
 2005-Present Student Services Director / Pastry Program Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2007-Present Freelance / Media Personality
 2005-Present Managing Director / Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 2005 Assisting Prosecuting Attorney, Geauga County Ohio Prosecutors Office, Chardon OH
 2000-2005 Assisting Prosecuting Attorney, Lake County Ohio Prosecutors Office, Painesville OH

Education:

2009 Pastry Arts Advanced Techniques Diploma, International Culinary Arts and Sciences Institute, Chesterland OH
 2000 Doctor of Jurisprudence, Case Western Reserve University School of Law, Cleveland OH
 1997 BA, English, Wittenberg University, Springfield OH

ICASI Courses Taught:

PA1100: Pastry Arts Basic Techniques 1
 PA1200: Pastry Arts Basic Techniques 2
 PA2100: Pastry Arts Advanced Techniques 1
 PA2200: Pastry Arts Advanced Techniques 2
 PA2400: ICASI Student Café
 CA2300: Baking Techniques for Savory Students

Timothy P. McCoy, Education Director

Relevant Work Experience:

2002-Present Education Director / Culinary Program Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH

1999-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH

1987-1998 Executive Chef, Partners-In-Food, Inc. (Lopez and Gonzalez, Boca Restaurant and Banquet Facility, Café Brio), Cleveland Heights OH

1982-1987 Line Cook, Shujiro: The Restaurant of Japan, Cleveland Heights OH

Education:

2001 BA, History and Religious Studies, Cleveland State University, Cleveland OH

ICASI Courses Taught:

CA1100: Culinary Arts Basic Techniques 1
CA1200: Culinary Arts Basic Techniques 2
CA2100: Culinary Arts Advanced Techniques 1
CA2200: Culinary Arts Advanced Techniques 2
CA2400: ICASI Student Café
LS1100: Sanitation
LS2100: Nutrition and Healthy Cooking
LS2200: Foodservice Management 1
LS2300: Foodservice Management 2
PA1100: Pastry Arts Basic Techniques 1
PA2100: Pastry Arts Basic Techniques 2
PA2300: Savory Techniques for Pastry Students

William Davis, Admissions Director

Relevant Work Experience:

2007-Present Admissions Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH

2007-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH

2013-2015 General Manager, Hotspot Café, Cleveland OH

2006-2012 Owner, Appetite, Lyndhurst OH

Education:

1998 AOS, Culinary Institute of America, Hyde Park NY

ICASI Courses Taught:

CA1100: Culinary Arts Basic Techniques 1
CA1200: Culinary Arts Basic Techniques 2
CA2100: Culinary Arts Advanced Techniques 1
CA2200: Culinary Arts Advanced Techniques 2
CA2400/PA2400: ICASI Student Cafe

ICASI INSTRUCTORS

William Davis

Relevant Work Experience:

2007-Present Admissions Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2007-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 2013-2015 General Manager, Hotspot Café, Cleveland OH
 2006-2012 Owner, Appetite, Lyndhurst OH

Education:

1998 AOS, Culinary Institute of America, Hyde Park NY

ICASI Courses Taught:

CA1100: Culinary Arts Basic Techniques 1
 CA1200: Culinary Arts Basic Techniques 2
 CA2100: Culinary Arts Advanced Techniques
 CA2200: Culinary Arts Advanced Techniques 2
 CA2400/PA2400: ICASI Student Cafe

Kelly E Housley

Relevant Work Experience:

2012-Present Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2009-Present Owner / Cake Designer, Any Way You Ice It, Clinton OH
 2011-2014 General Staff, Frontier Fruit & Nut Company, Norton OH
 2002-2011 General Staff, Diane's Candy and Cake Supply, Barberton OH
 2006-2008 Cake Decorator/Pastry Chef, West Point Market, Akron OH

Education:

2007 Pastry Arts Advanced Techniques Diploma, International Culinary Arts and Sciences Institute, Chesterland OH

ICASI Courses Taught:

PA1100: Pastry Arts Basic Techniques 1
 PA1200: Pastry Arts Basic Techniques 2
 PA2100: Pastry Arts Advanced Techniques 1
 PA2200: Pastry Arts Advanced Techniques 2

Suzanne Krippel

Relevant Work Experience:

1998-Present Program Manager / Environmental Public Health Services, Cuyahoga County Board of Health, Parma OH
 1997-Present ServSafe Instructor/Proctor, International Culinary Arts and Sciences Institute, Chesterland OH
 1996-1998 Registered Sanitarian, Geauga County Health Department, Chardon OH
 1994-1995 Pharmaceutical Sales Representative, Bock Pharmacal, Buffalo NY
 1990-1994 Registered Sanitarian, Lake County General Health District, Painesville OH

Education:

2014 Master of Public Health, Health Policy and Management, Kent State University, Kent OH
 1990 BS, Comprehensive Science with Concentration in Biology, Walsh University, North Canton OH

ICASI Courses Taught:

LS1100: Sanitation

Timothy P. McCoy

Relevant Work Experience:

2002-Present Education Director / Culinary Program Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 1999-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 1987-1998 Executive Chef, Partners-In-Food, Inc. (Lopez and Gonzalez, Boca Restaurant and Banquet Facility, Café Brio), Cleveland Heights OH
 1982-1987 Line Cook, Shujiro: The Restaurant of Japan, Cleveland Heights OH

Education:
2001 BA, History and Religious Studies, Cleveland State University, Cleveland OH

ICASI Courses Taught:
CA1100: Culinary Arts Basic Techniques 1
CA1200: Culinary Arts Basic Techniques 2
CA2100: Culinary Arts Advanced Techniques 1
CA2200: Culinary Arts Advanced Techniques 2
CA2400: ICASI Student Café
LS1100: Sanitation
LS2100: Nutrition and Healthy Cooking
LS2200: Foodservice Management 1
LS2300: Foodservice Management 2
PA1100: Pastry Arts Basic Techniques 1
PA2100: Pastry Arts Basic Techniques 2
PA2300: Savory Techniques for Pastry Students

Loretta Paganini

Relevant Work Experience:
2002-Present Owner / Founder / Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
2007-Present Owner / Founder / Executive Chef, Sapore Restaurant, Chesterland OH
1992-Present Owner / Director / Tour Organizer, LPSC Gastronomic Tours of Italy, Chesterland OH
1981-Present Owner / Founder / Director / Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
1981-Present Media Personality (television, print, radio)
1981-Present Food, Beverage, and Restaurant Consultant
1982-1989 Director, The Kitchen Cooking Company, Chardon OH
1980-1982 Partner, Calico Country Cupboards, Chesterland OH
1979-1980 Assistant Manager, Timothy's Coffees of the World, Beachwood OH
1966-1973 Manager, Pasticceria Tilde, Bologna, Italy

Education:
1986-1989 Kent State University, Kent OH
1979-1980 Cuyahoga Community College, Cleveland OH
1975-1977 Nassau Community College, Garden City NY
1971 University Scuola Magistrale, Bologna, Italy

ICASI Courses Taught:
CA1100: Culinary Arts Basic Techniques 1
CA1200: Culinary Arts Basic Techniques 2
CA2100: Culinary Arts Advanced Techniques 1

Stefanie Paganini

Relevant Work Experience:
2015-Present Director, International Culinary Arts and Sciences Institute, Chesterland OH
2005-Present Student Services Director / Pastry Program Director / Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
2007-Present Freelance / Media Personality
2005-Present Managing Director / Chef-Instructor, Loretta Paganini School of Cooking
2005 Assisting Prosecuting Attorney, Geauga County Ohio Prosecutors Office, Chardon OH
2000-2005 Assisting Prosecuting Attorney, Lake County Ohio Prosecutors Office, Painesville OH

Education:
2009 Pastry Arts Advanced Techniques Diploma, International Culinary Arts and Sciences Institute, Chesterland OH
2000 Doctor of Jurisprudence, Case Western Reserve University School of Law, Cleveland OH
1997 BA, English, Wittenberg University, Springfield OH

ICASI Courses Taught:
PA1100: Pastry Arts Basic Techniques 1
PA1200: Pastry Arts Basic Techniques 2
PA2100: Pastry Arts Advanced Techniques 1
PA2200: Pastry Arts Advanced Techniques 2
PA2400: ICASI Student Café
CA2300: Baking Techniques for Savory Students

Julia Soya

Relevant Work Experience:

2014-Present Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2014-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 2012-2014 Head Chef / Culinary Instructor, The Cellar Restaurant, New Orleans LA
 2012-2013 Head Pastry Chef, Martinique Bistro, New Orleans LA
 2011-2012 Lead Line Cook / Assistant Butcher, Butcher, New Orleans LA
 2007-2011 Head Banquet Chef, Restaurant August

Education:

2007 AOS, Le Cordon Bleu Minneapolis/St. Paul
 2005 AA, Spanish, Technologico de Monterrey
 2001 BA, Criminal Justice, University of Illinois Chicago

ICASI Courses Taught:

PA1100: Pastry Arts Basic Techniques 1
 PA1200: Pastry Arts Basic Techniques 2
 PA2100: Pastry Arts Advanced Techniques 1
 CA2300: Baking Techniques for Savory Students

Education:

2000 AOS, Culinary Institute of America
 1997-1998 Lakeland Community College, Kirtland OH

ICASI Courses Taught:

CA1100: Culinary Arts Basic Techniques 1
 CA1200: Culinary Arts Basic Techniques 2
 CA2100: Culinary Arts Advanced Techniques 1
 CA2200: Culinary Arts Advanced Techniques 2

Brandon Walukas

Relevant Work Experience:

2014-Present Chef-Instructor, International Culinary Arts and Sciences Institute, Chesterland OH
 2014-Present Chef de Cuisine, Sapore Restaurant, Chesterland OH
 2014-Present Chef-Instructor, Loretta Paganini School of Cooking, Chesterland OH
 2009-05/14 Executive Chef, Spice Kitchen and Bar / Spice of Life, Cleveland OH
 2006-2009 Chef de Cuisine, One Walnut, Cleveland OH
 2003-2005 Lead Line Cook, Martini House, St. Helena CA
 2003 Line Cook, Dry Creek Kitchen, Healdsburg CA
 2000-2003 Sous Chef / Chef de Cuisine, Mojo, Cleveland OH
 1999 Extern, Commander's Palace, New Orleans LA
 1996-1999 Line Cook, The Dock, Wickliffe OH
 1995-1996 Lead Line Cook / Trainer, Ground Round, Willowick OH
 1995 Line Cook / Chef de Partie, The Cabin, Willowick OH