

**PROFESSIONAL CULINARY ACADEMY**

# **SCHOOL CATALOG**

**VOLUME I  
2018-2020**

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## LICENSURE AND APPROVAL

The Professional Culinary Academy is licensed by New York State Education Department Bureau of Proprietary School Supervision. The Professional Culinary Academy is also approved by New York State Education Department / ACCES-VR (Adult Career & Continuing Education Services).

## OWNED AND OPERATED

The Professional Culinary Academy is owned by Educational Training Institute, which is wholly owned by Oak Tree Educational Partners, Inc. Oak Tree Educational Partners, Inc. is a Delaware corporation with principal offices located at 5 Penn Plaza, Suite 575, New York, New York 10001.

## MESSAGE FROM PROFESSIONAL CULINARY ACADEMY

Dear Student,

Welcome to the Professional Culinary Academy. You are now part of a student body who is eager and ready to acquire practical skills for employment in the culinary field. You have a wonderful opportunity to meet new classmates and make new acquaintances, some of whom could become lifelong friends and colleagues.

While you are enrolled at the Professional Culinary Academy, you will meet staff and faculty who are here to help and mentor you in both academics and career opportunities. As you apply what you have learned in your externship, you will begin to incorporate skills and theory into a level of professionalism that will help you become successful in your chosen career.

I am looking forward to getting to know you and assist in any way possible. My door is always open to you.

Director  
Professional Culinary Academy

## ADVISORY COMMITTEE MEMBERS

Richard Hamilton, Owner  
Deep South Taco's  
Buffalo and Amherst, NY  
716-235-8464

Gregory Laster, Chef  
Buffalo Marriott Niagara Hotel  
Buffalo, NY  
716-689-6900

Sarah Palmerio, Human Resource  
Triple Trace HR Partners  
Williamsville, NY  
716-491-0007

Craig Landseadel, Executive Chef  
Morrison Health Care  
Buffalo, NY  
716-445-8456

## DISCLOSURE STATEMENTS

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the

information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Professional Culinary Academy reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments.

## **INFORMATION FOR STUDENTS STUDENT RIGHTS**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### **Who can file a complaint?**

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

### **What can a student or employee complain about?**

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

### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure to discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint. The steps you must take to file a complaint with the New York State Education Department are:

Write to the New York State Education Department at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

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

### **What is the Tuition Reimbursement Fund?**

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

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

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

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

### **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

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

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

## **MISSION**

The Professional Culinary Academy believes that quality career education can lead to a successful and rewarding future. Our programs are designed to help you learn the skills needed for entry-level employment in the culinary field as well as to develop the habits of lifelong learning needed in today's ever-changing job market.

## **VISION**

At the Professional Culinary Academy, our vision is to help you to achieve your career goals. All of our faculty and staff are dedicated to helping students succeed.

## **INSTITUTIONAL OBJECTIVES**

- To recruit and maintain faculty who are excellent and inspiring teachers.
- To provide an environment that promotes close student-teacher relations.
- To graduate students who are employable.
- To assure that courses meet the standards for entry into the work world.
- To incorporate an ethical philosophy in practice throughout the school and in the curriculum in order for students to become responsible members of the workforce.
- To recruit and retain students who support the mission, objectives, and goals of the school.
- To create and maintain those services and facilities that assist faculty, staff, and students to achieve personal growth and professional competence.

## **FACILITIES AND EQUIPMENT**

Professional Culinary Academy is located in the Elmwood Village section of Buffalo, an up and coming trendy area of the city that features numerous popular cafes, restaurants, and eateries. It is housed in Lafayette Lofts, a mixed-use facility combining residential, commercial, meeting and event space, and a Culinary Center. Professional Culinary Academy rents space from the Culinary Center. It has one classroom, one administrative office, and one 900-square-foot commercial kitchen. We rent a 900-sq. ft., up-to-date commercial kitchen and one large office area that encompasses an administration office and classroom that is separated by movable partition walls for a total of approximately 1,900 sq. ft.

## **ADMISSIONS**

Professional Culinary Academy maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the school and in their chosen careers.

### ***Non-Discrimination in Admissions Policy***

In accordance with Title IX of the Education Amendments Act of 1972, Professional Culinary Academy does not discriminate in admission or any other aspect of our programs on the basis of race, religion, ethnicity, sex, age, disability, sexual preference, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from any potential employment. Applicants having a disability that might interfere with their ability to succeed in their chosen field should discuss any physical limitations with the Admissions Office prior to enrollment.

## **General Requirements for Admission**

In order to be accepted to Professional Culinary Academy as a regular student, an applicant must:

- Express a desire to pursue higher education, and to pursue an associated career,



- Possess a valid high school credential (diploma), or equivalent credential, and/or have been referred by an appropriate State agency,
- Participate in a personal admission Interview and campus tour (see details below),
- Be a U.S. Citizen, legal resident, or otherwise legally eligible to study in the United States,
- Be at least eighteen years of age as of the class start date or seventeen years of age and have the legal permission of a parent or legal guardian, and
- Pay the appropriate Registration Fee.

### **Exception to H.S. Credential Requirement for State Agency Referrals**

Professional Culinary Academy is approved by the *New York State Education Department Bureau of Proprietary School Supervision* for Specialized Vocational Training (SVT). This approval allows the school to admit students who have been referred by an appropriate State Agency regardless of whether the student has earned a high school diploma or equivalency. Since a high school credential (diploma) or equivalent is required for the receipt of Federal student aid, students admitted under this provision who do not possess a H.S. Diploma or equivalent are not eligible to receive Federal student aid (financial aid), and are generally funded by a combination of State agency funding and other non-Federal resources.

### **Personal Admission Interview**

Each individual who seeks admission to Professional Culinary Academy will be interviewed by an Admissions Representative prior to acceptance. The interview is designed to:

- Explore the prospective student's background and interest as they relate to the programs offered at Professional Culinary Academy,
- Assist prospective students in identifying an appropriate area of study consistent with their interests and abilities,
- Provide general information concerning the school, its facilities, its policies, and the available support services for students, and
- Provide information on admissions requirements
- Determine the prospective student's level of motivation and evaluate whether the candidate possesses the minimum verbal and written communication skills required for success in the program.

Prospective students will also tour the campus at the time of the Personal Admission Interview. Arrangements for an interview and tour of Professional Culinary Academy may be made by contacting the Admissions Department.

### **Transfer Admission**

PCA does not permit the transfer of students between programs within PCA or the transfer of students from other institutions. PCA does not permit transfer of credits earned at another institution.

### **Application Procedure**

Students who choose to enroll must complete an Enrollment Agreement. The student will generally complete the Agreement when visiting the campus for the personal interview and campus tour.

### **Required Documentation**

Prior to beginning classes at Professional Culinary Academy, an applicant must provide the following documents (as appropriate to the individual applicant):

- Signed Enrollment Agreement (parent signature require if under eighteen),
- Official high school transcript, copy of high school diploma, home-schooling documentation, copy of high school equivalency certificate (as appropriate), or approval from an appropriate State agency, and
- Official college/higher education transcript (for transfer credit only).

## Conditional Admission

If the applicant is unable to provide one or more of the above documents, the School Director may allow the applicant to be “conditionally admitted” to the school. A student who is conditionally admitted is granted additional time (up to ten days after the start of classes) to provide the appropriate documentation. Conditionally admitted applicants will not be fully admitted to a program of study until all missing documentation has been provided, reviewed by the school, and been found to be acceptable.

If the student fails for any reason, whether or not under his/her control, to provide the missing documents by the deadline date, the conditional admission will be revoked and the student’s enrollment will be terminated. Upon such revocation, the student will not be liable for tuition expenses, but will be responsible for any other charges, costs, or expenses due to the school.

## Home-Schooled Students

Students who received their high school education through home-schooling must submit documentation appropriate under laws of the State in which the home-schooling occurred.

## Satisfactory Payment Arrangements

No student will be allowed to begin classes at Professional Culinary Academy without making satisfactory arrangements to pay for the training provided. Satisfactory arrangements may include a combination of methods, including: State agency funding, other outside aid, institutional grants, private education loans, payment plans, and/or personal payment (cash, check, money order or credit card).

## ACADEMIC POLICIES

### Grading Policies

Official grades are reported at the end of each course. Grades for programs are reported at the middle and end of each term. Grades are based on class participation, tests, and practical assignments. The following is our grading scale:

PERCENTAGE	GPA	MEANING
91-100	4.0	Honors
86-90	3.5	Excellent
81-85	3.0	Good
76-80	2.5	Above Average
70-75	2.0	Average
Below 70	0	Fail
Other Grades: W = Withdrew      INC = Incomplete (temporary)      L OA = Leave of Absence T = Terminated		

An incomplete grade is given at the discretion of the instructor in cases of a documented emergency. A student who receives an incomplete grade must remedy the deficiency within 60 days or the grade converts to an F.

At the end of each academic term, the student receives a grade report showing his/her grades for that particular term. At the end of the program, the student receives a transcript of his/her grades.

## Graduation Requirements

All programs at Professional Culinary Academy award a Certificate of Completion. To meet requirements for graduation, students must have:

- A grade of at least 65% in each course,
- A cumulative grade point average (CGPA) of not less than 2.0, 70%,
- Completed at least 85% of class and practical hours for each course (after any makeup hours),
- Completed all assignments,
- Completed the appropriate externship, and
- Fulfilled all financial obligations to the school and/or funding agency.

## Student Transcripts and Duplicate Certificates

Official requests for transcripts or duplicate certificates must be in writing and accompanied by a \$5 processing fee for each document. All requests are to be addressed to the Administrative Office, Professional Culinary Academy, 5 Penn Plaza, Suite 575, New York, NY 10001 (Attention: Transcripts). Transcripts and/or Certificates will not be released without written permission of the student, graduate, or legal guardian.

## Transfer of Students Between Programs at Professional Culinary Academy

Professional Culinary Academy does not permit transfer of students between programs.

## Transfer of Students from Other Institutions

Professional Culinary Academy does not permit transfer of students from other institutions and does not permit transfer of credits earned at another institution.

## Attendance Policy

All instructors will record hourly attendance in each classroom or lab (kitchen) session. Attendance in externship is reported by the employer (and monitored by a member of the staff). Students are expected to attend and actively participate in all instructional sessions and are expected to notify their instructor or the School Director's Office prior to class if they will be absent, late, or leaving early.

Students are required to be in attendance for at least 85% of all scheduled hours in each course. Students whose attendance is less than this standard will not be allowed to receive a passing grade for the course until the student has attended sufficient "make-up" hours to meet the standard. All make-up hours must be completed within the first ten class days of the subsequent course. Students are only eligible for make-up hours when they exceed 15% and bring legitimate documentation for those hours over the maximum allowance. If approved, student will be provided with a make-up assignment equal the number of hours needed to comply with the 15% maximum rule.

Students are expected to complete 100% of all required hours in any externship course. Therefore, any hours of absence must be "made-up" with additional externship hours. No student will be allowed to graduate without the required externship hours, except upon approval of the School Director in exceptional circumstances.

Students may enroll no later than the fourth day after a program start date; however, any missed hours must be completed within 30 days.

## Tardiness Policy

Students who arrive late to a classroom or laboratory session, leave earlier than their scheduled departure time, or are late returning back from established breaks will have the missed time charged against their attendance for the Attendance Policy (above). Excessive incidents of tardiness within the same course may result in academic and disciplinary action, including required professionalism counseling and/or additional assignments, homework, or lab hours.

## Leave of Absence

Occasionally students encounter a medical, personal, or family crisis that requires an extended absence from classes. A student in this situation may be granted a Leave of Absence (LOA) for a period of time not to exceed 180 days at the discretion of the School Director. A Leave of Absence (LOA) is a planned absence. A student must request an LOA by providing a written, signed, and dated request, which must include the reason for the request. The LOA request must be approved by the School Director (or designee) prior to the first day of absence for the leave. However, if extreme and unforeseen circumstances prevent a student from providing a prior written request, the School Director may grant the student's request for an LOA up to fourteen days after the first day of absence for the leave. The return date from the LOA shall be established upon the granting of the leave, and shall be designed for the student to re-join the school in a subsequent class cohort at a point in the program no further ahead than the point at which the leave began. A student who fails to return by the established return date is considered withdrawn from the school.

**Official Withdrawal Policy**

A student who intends to withdraw from the school is expected to notify the School Director or Registrar of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications by telephone, e-mail, or other communications method are deemed an “official withdrawal” based upon the credibility of the communication in the judgment of an appropriate school official. In rare cases, the school may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the school. Students who are absent from classes/externship for a consecutive fourteen calendar day period shall be deemed to have “unofficially withdrawn,” and will be administratively withdrawn from the school.

**Academic Progress**

The Satisfactory Academic Progress (SAP) policy applies to all students registered in any program at Professional Culinary Academy. Each student is required to make satisfactory academic progress towards the completion of his/her program. Academic progress is measured both by grade point average (qualitative standard), and by the amount of hours of attendance in the program of study (quantitative standard).

**Course Progress Policy**

All of the programs at Professional Culinary Academy are technical in nature and the achievement of both a passing grade and technical proficiency in each academic subject is required for graduation, as follows:

<b>Program Progress Policy</b>	<b>Minimum Course Grade</b>	<b>Minimum Course Attendance</b>	<b>Minimum Cumulative Grade Point Average</b>
<i><b>End of each course</b></i>	1.5 (65%)	85 percent	2.0 (70%)

Students are expected to maintain appropriate attendance and passing grades in each and every course, along with an acceptable cumulative grade point average (GPA) at the end of every course except for their first course of enrollment.

A student who fails to meet the minimum attendance in a course may be allowed to continue to the subsequent course at the discretion of the School Director while actively pursuing make-up hours.

Students who have a cumulative GPA of less than 2.0 as of the end of any course except the first course attended will be placed on probation for the following course. Students on probation who fail to raise their GPA to the minimum standard by the end of a probationary course will be suspended from the school. Students who fail a course (earn a grade of less than 1.5) may also be suspended depending on the nature of the failure and the availability of remedial/make up time.

Suspended students may request re-admission by attending an academic counseling session with the School Director. Based upon the results of the counseling session, the suspended student may be permitted to return to the school, including return in a subsequent class cohort at the discretion of the School

Director.

### Academic Progress Policy

In addition to the requirements of the Program Progress Policy (which measures progress in each individual course), each student must meet cumulative Academic Progress Standards throughout his/her program. The cumulative standards are measured each “payment period” (see definition below) and are designed on the premise that each student’s average performance over a series of courses will be substantially higher than the minimum standard for each individual course.

<b>Academic Progress Standards</b>	<b>Minimum Cumulative Grade Point Average</b>	<b>Cumulative Clock Hours Completed/ Attempted</b>
<b><i>End of any payment period</i></b>	2.00	85 percent
<u>Additional “Maximum Timeframe” Standard:</u> Eligibility is also limited to students completing their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student has exceeded one and one-half times the number of scheduled weeks required to graduate from his/her program. For example, for students with standard enrollment (no transfer or proficiency credit), the maximum timeframe to complete a twenty-four-week program is thirty-six weeks (excluding periods of non-enrollment).		

### Consistency with Academic Policies

For purposes of Academic Progress measurement, all issues of grading policy, Grade Point Average (GPA) calculation, attendance, etc., are calculated in accordance with the general academic policies of the school.

### Completed/Attempted Clock Hours

“Attempted Clock Hours” means the number of scheduled instructional hours (clock hours) in the program as listed in the Professional Culinary Academy calendar for the enrolled program. “Completed Clock Hours” means the number of “attempted” clock hours a student actually attended or for which he/she received an excused absence.

### Transfer Credits

PCA does not permit transfer of credits earned at another institution.

### Return after an Absence

A student who returns after a withdrawal, dismissal, approved Leave of Absence (LOA), or other absence of 180 calendar days or less, shall be evaluated in the same manner as if the absence had not occurred, with the exception of any necessary changes to the start and end dates of a planned payment period.

A student, who returns after a withdrawal, dismissal, or other absence of more than 180 days, shall be measured in a manner consistent with a transfer student as noted above. Regardless of the duration of an absence or LOA, the Professional Culinary Academy reserves the right to evaluate any returning student’s knowledge retention and place the student appropriately.

## STUDENT SERVICES

### Counseling and Student Support

At Professional Culinary Academy, we measure our success by your success. Our faculty and staff are dedicated to help you succeed. Instructors are always ready to help with academic questions and problems. The school administration is available to help any student with issues regarding school policies or requirements.

A student experiencing academic difficulties in a particular subject may arrange for extra help through the instructor of the course or the Director of the school. Additional practice time is also available to students without additional charge.

## **Job Placement Assistance**

Professional Culinary Academy programs include employment readiness training that covers job search procedures, resume preparation, job application, and interview techniques.

When students graduate, our Placement Office helps to refer them to potential employers at no additional charge. Our placement services are available any time during office hours to help with the process of finding a job.

Although placement is not guaranteed, Professional Culinary Academy's staff and faculty make every effort to help students achieve their career goals.

## **General Privacy Policy**

Professional Culinary Academy carefully protects all nonpublic personal information in our possession regarding students and their families. The school will not release nonpublic, private, personal, or financial information about our students or applicants to any third party, except as specifically provided in this policy. Disclosure is permitted to law enforcement or emergency services agencies in the performance of their duties or when student safety or health may be in jeopardy. The school will not sell or otherwise make available personal information for marketing purposes to any third party at any time.

### ***Protection of Personally Identifiable Information***

The school employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The school does not disclose specifics of its internal security procedures to students or the general public to protect the effectiveness of those procedures.

Access to social security numbers and other Personally Identifiable Information (PII) is strictly limited to those School Officials (see definition below) with a need-to-know. Each department director is responsible for enforcement of this policy with regard to the information within his/her office. The School Director will be responsible for overall control of information release and will resolve any disagreements and make final decisions as necessary in accordance with this Policy.

### ***School Official***

A "School Official" is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or accrediting agency); a person serving on the Board of Directors; or a student serving in an official position/capacity, or assisting a School Official in performing his/ her tasks.

A School Official can access a student's record when and if the School Official has a legitimate educational interest in order to fulfill his/her professional responsibility (need-to-know). Such access does not constitute authorization to share that information with a third party without the student's written consent.

## **Privacy of Student Records and FERPA**

### ***Right to Review Educational Records***

FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the school receives a written request for access. Students requesting a review should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected. If the records are not maintained in the office of the Registrar, the student will be advised of the correct official to whom the request should be addressed.

### ***Right to Request an Amendment***

Students have the right to request an amendment to educational records that are believed to be inaccurate. Students requesting a change must write to the staff member responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Professional Culinary Academy decides not to amend the record as requested by the student, the school will notify the student of the

decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Right to Consent to Disclosures**

Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is permitted to law enforcement agencies or emergency services agencies in the performance of their duties or when student safety may be in jeopardy. Students wishing to provide a general release of information to a specific person or persons may complete a FERPA Release Form and submit it to the Registrar. Students requesting a higher level of privacy should also contact the Registrar.

**Right to File Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Professional Culinary Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

**Employee Policies**

All employees are strictly enjoined to protect the personal information of students, including adherence to the following:

- Student files shall not be removed from the premises or transported to other sites except with specific permission of the President. This includes not only paper documents but also student files in laptop files or other forms of electronic media/storage.
- Employees shall utilize secure (complex) passwords for all electronic systems, and shall not store printed or written notes of passwords in their desk or work area.
- Employees shall not leave any documents or folders containing PII in any public areas of the campus, nor shall they leave such documents unattended within an unlocked office.

**FINANCIAL INFORMATION**

**Program Tuition and Fees**

Commercial Cooking plus Externship (600 hours)

Registration Fee (non-refundable)	\$ 100.00
Books, Kits, and Uniforms	500.00
Tuition	10,000.00

Tuition & Fees for 600-hour program \$10,600.00\*

\* Students referred from ACCESS-VR will be charged according to ACCESS-VR payment policy and the agreement between the school and ACCESS-VR.

**Tuition Refund Policy**

Students should read and understand the school's policy regarding tuition refund and cancellation prior to signing an Enrollment Agreement. Applicants who do not understand it or are confused by the school's explanation can get help before signing from the New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup>. Street, 5<sup>th</sup>. Floor, New York, NY 10001, or by telephone at

(212) 643-4760.

The failure of a student to immediately notify the School Director in writing of the student's intent to withdraw may delay refund of tuition due to the student pursuant to section 5002(3) of the Education Law.

### Tuition and Fees Refund Policy

The following refund policy applies to students who withdraw, cancel their Enrollment Agreement, have their enrollment terminated by the school, or otherwise discontinue attendance at Professional Culinary Academy. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for the non-refundable registration fee, the cost of any textbooks or supplies accepted, and tuition liability as of the student's last date of physical attendance. Refunds are calculated based upon the "term" or the "quarter", which is generally equivalent to one-half of the program. Tuition liability is divided by the number of terms/quarters in the program, as follows:

<i>NYS Refund Policy</i>	Type	Number Of Quarters	Quarter Length In weeks
Commercial Cooking Plus Externship (600 hours)	Quarter	2	12

Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed, as follows:

<b>(a) First Term or Quarter:</b>				<b>(b) Second and Subsequent Terms or Quarters:</b>			
LDA Week:		School Retains:		LDA Week:		School Retains:	
	Type:	Term:	Quarter:		Type:	Term:	Quarter:
One		0%	0%	One		20%	25%
Two		20%	25%	Two		35%	50%
Three		35%	50%	Three		50%	75%
Four		50%	75%	Four		70%	100%
Five		70%	100%	After 4th Week		100%	100%
After 5th Week		100%	100%				

### Tuition Liability Chart

Below is the weekly refund for students should they terminate in accordance with the refund policy. The chart assumes a student is paid in full.

Commercial Cooking plus Externship (600 hours)  
Tuition: \$10,000

#### Quarter 1—Based on 1<sup>st</sup> half tuition paid in full

Week	Refund	Amount
1	100%	\$5,000.00
2	75%	\$3,750.00
3	50%	\$2,500.00
4	25%	\$1,250.00
5-12	0%	\$0.00



**Quarter 2—Based on 2<sup>nd</sup> half tuition paid in full**

<b>Week</b>	<b>Refund</b>	<b>Amount</b>
13	75%	\$3,750.00
14	50%	\$2,500.00
15	25%	\$1,250.00
16	0%	\$0.00

**Refund Processing**

All refunds will be issued within thirty days after the school has determined that the student has withdrawn. Refunds to students who officially withdraw or are terminated once classes have begun will be made within 30 days from the last date of attendance (LDA).

**Program Cancellation**

If the school cancels or discontinues a program for any reason, the school shall refund all monies paid for tuition and fees (to all students currently enrolled in the affected program). Such refund will be made no more than 30 days from the notice of cancellation.

**Failure to Return from LOA**

Refunds to students who are terminated because of failure to return as scheduled from a Leave of Absence will be calculated from the last day of attendance (LDA) and paid within 30 days of the scheduled last day of Leave of Absence.

**Books and Supplies**

Books and supplies are included in the student’s total tuition. All textbook and kit item sales are final. The replacements costs of any lost books or kit items are the responsibility of the student. Students are encouraged to return any unused books and supplies in new, reusable condition.

**GENERAL POLICIES AND DISCLOSURES**

**Alcohol Policy**

The Professional Culinary Academy is an alcohol-free school. Anyone found in violation of this policy is subject to dismissal.

**Drug-Free Policy**

The Professional Culinary Academy is subject to all local, State, and Federal laws related to the possession, use, distribution, manufacture, or sale of drugs or other illegal substances. No one may use, possess, sell, or distribute drugs or other illegal substances or paraphernalia on school property or any school-sponsored externship or activity. This policy also applies to the misuse of legally acquired prescription drugs and medications.

Anyone apprehended with drugs and/or paraphernalia is subject to dismissal and risks prosecution.

**Smoke-Free Policy**

The Professional Culinary Academy is a smoke-free environment. Anyone found in violation of this policy is subject to dismissal.

**Cell Phones**

Cell phones are not to be used while in school and must be turned off.

**Campus Security**

The Professional Culinary Academy makes every effort to provide a safe environment for its students,

faculty, staff, and guests. As required by the U.S. Department of Education, the Professional Culinary Academy publishes all known occurrences of crimes committed on campus. These statistics are available in the School Director's office.

If a crime is committed, a police report must be completed and filed. Students, faculty, staff, and guests are required to report any and all occurrences of a crime to Professional Culinary Academy personnel. If a sexual assault occurs on campus, the victim and witnesses to the crime must report the incident to the school administration. The police will be contacted.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. Any student or employee of the Professional Culinary Academy who is a victim of a sexual offense in the facility or a school-related activity must report the incidence at once to the Director. An investigation will take place.

### **Student Conduct**

Professional attitude is essential to a successful career. Students are expected to conduct themselves in a way that reflects such at all times. This conduct includes abiding by school rules and regulations, operating equipment with care and safety, being courteous and cooperative, dressing in a suitable manner, and performing school assignments carefully and promptly.

Conduct that is detrimental to the school's reputation, inappropriate behavior, cheating, or the use of illegal drugs or alcohol will not be tolerated and constitute grounds for immediate dismissal.

### **Standards of Conduct**

- Students must appear well-groomed at all times.
- Uniform attire must be worn as specified by program of study. Use of all personal entertainment or communication electronic devices is prohibited during class hours.
- Instructor lectures may not be recorded by any device.
- Smoking is prohibited throughout school facilities.
- Eating or drinking is not permitted in classrooms.
- Students must safeguard personal property; the school cannot be responsible for personal loss.
- Except for emergencies, personal calls cannot be received and transmitted by the school switchboard.
- Children are not permitted in the facility and visitors are restricted to the reception area unless escorted by an administrator.
- Loud voices, physical contact, and inappropriate language will not be permitted in the school and will lead to disciplinary actions.
- Conduct threatening the safety or integrity of the school, students, or staff including sexual harassment, physical violence or threats of violence, use or possession of drugs, alcohol, or weapons, theft, or defacing school property will lead to summary dismissal without the right to appeal.
- Students are expected to meet financial obligations as specified in the enrollment agreement or payment plan, and adhere to the sponsoring agencies' rules and regulations.
- Persistent tardiness, early leave, or lateness returning from breaks will lead to a warning and possible dismissal.

### **Student Dismissal Procedure and Appeals Process**

Students who are dismissed from school shall be notified in writing via certified mail. A student has the right to appeal the school's dismissal decision and must appeal the decision in writing by requesting an appeals hearing. The request must be received by the School Director within 30 days from the date of notification of dismissal.

Upon receipt, a review by the School Director will be conducted as to the validity of the appeal. If the School Director determines that a hearing is warranted, a committee will be established at the school to hear the student's appeal for reinstatement. The student will be notified and given the opportunity to present at that hearing. A decision will be made within five (5) working days of the hearing, and the student will be notified of the decision in writing via certified mail.

If the student disagrees with the decision of the committee, the student may appeal to Educational Training Institute, 5 Penn Plaza, Suite 575, New York, NY 10001. The appeal must be in writing and received within 30 days of the date of notification of the School's appeal committee decision. Upon receipt the Administration Office will review the circumstances surrounding the dismissal, the appeal, and the committee hearing and will notify the student of its decision in writing via certified mail. All decisions by the Professional Culinary Academy's Administration Office concerning a student's appeal are final.

### Grievance Procedure

All students are encouraged to discuss concerns, academic issues or complaints with Professional Culinary Academy's faculty or staff. Problems involving classroom or academic matters should first be discussed with the instructor. If the matter isn't satisfactorily resolved with the instructor, the student should discuss the matter with the School Director. The School Director will make appropriate inquiries and recommend a resolution within 15 days of receiving the grievance. Unresolved concerns should be referred to:

Educational Training Institute  
 Administration Office  
 5 Penn Plaza, Suite 575  
 New York, New York 10001  
 Phone: 212-243-5081  
[www.professionalculinaryacademy.com](http://www.professionalculinaryacademy.com)

Students may also file a complaint with the following:

New York State Education Department  
 Bureau of Proprietary School Supervision  
 116 West 32nd Street, 5th Floor  
 New York, New York 10001  
 Phone: (212) 643-4760  
 Fax 212-643-4760  
[www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss)

Council on Occupational Education  
 7840 Roswell Road  
 Building 300, Suite 325  
 Atlanta, GA 30350  
 Phone: 800-917-2081  
[www.council.org](http://www.council.org)

## SCHOOL CALENDAR

Martin Luther King, Jr.	School Closed
Presidents Day	School Closed
Good Friday	School Closed
Memorial Day	School Closed
Independence Day	School Closed
Labor Day	School Closed

Columbus Day	School Closed
Veterans Day	School Closed
Thanksgiving Weekend	School Closed
Christmas Eve to New Year's Day	School Closed

# CAREER PROGRAMS AND COURSE DESCRIPTIONS

## COMMERCIAL COOKING PLUS EXTERNSHIP 600 hours

Courses are offered in sequence as listed. Classes start every four months.

This program emphasizes “learning by doing” with special attention given to the practical side of commercial food preparation. Graduates prepare for careers in restaurants, corporate and other food service departments. Entry-level positions include sous chef, garde manger, pantry person, short-order or line cook, among others.

### Skills Development 100 hours

This course is an introduction to commercial cooking. It covers culinary basics from measuring and knife skills to a wide variety of cooking techniques.

Prerequisite: None

### Food Preparation 100 hours

The ABCs of the commercial kitchen including equipment and procedures used in professional food establishments are covered in this course. Curriculum topics include mastering the practical skills of food selection, handling, and cooking as well as displaying and serving prepared foods in an attractive and appetizing manner.

Prerequisite: Skills Development

### Catering 75 hours

This course includes planning, preparing, and presenting foods for catered affairs such as parties, receptions, and business conferences. Students will learn and practice techniques of cooking and packaging prepared foods for remote service or as “food to go.”

Prerequisite: Skills Development

### Food Sanitation 25 hours

In this course, students will learn about maintaining proper health and sanitation standards in a food service establishment.

Prerequisite: None

### Quantity Food Production 100 hours

In this course, students will learn to plan, prepare, and serve large numbers of people while controlling food quality and quantity. Students will also learn and practice working as a team member in a busy commercial kitchen.

Prerequisite: Skills Development

### Externship 200 hours

This course provides students with on-the-job, practical experience in a working foodservice establishment. This externship is a continuation of the in-school learning process, giving students the opportunity to sharpen and expand their cooking skills in a real-world environment.

Prerequisite: Skills Development, Food Preparation, Catering, Food Sanitation, Quantity Food Production.

## **FACULTY AND STAFF**

### **Staff**

Venita Zeigler, School Director  
State University of New York at Buffalo, Buffalo, NY  
Bachelor of Science in Sociology

Stephen Doherty, Externship and Placement Coordinator  
State University of New York at Buffalo, Buffalo, NY  
Master of Science in Education

### **Faculty-Part Time**

Chef Christopher Cihak  
Johnson & Wales University, Providence, RI  
Associate's Degree in Culinary Arts  
Culinary Program Courses