Welcome to The Culinary Institute of America, San Antonio! This Student Handbook contains a wealth of information, so please take time to read and become acquainted with the material inside. Knowing where to go or whom to see can reduce the occasional feeling of confusion or anxiety. So consider this handbook a passport to your success. If needed, you can also find the Student Handbook on CIA Main Menu, the student web portal.

As you make your way through your program, please take advantage of all the resources available to you. I look forward to seeing your growing involvement in campus life, your dedication to the profession, and your developing the CIA’s core values of excellence, leadership, professionalism, ethics, and respect for diversity. In the years to come, I expect you will make the CIA proud by becoming a leader in foodservice and hospitality.

In our profession, friendliness, courteousness, and a willingness to help others are all important attributes. So I ask that you always greet fellow students, faculty members, administrators, visitors, and others on campus—and put into practice what this industry is all about.

I look forward to meeting each of you and to your becoming an integral member of the CIA family.

Warmest regards,

April Goess ’03, CHE
Director–Education

Table of Contents

Campus Map 2
Academic Calendar 5
Curricula 6
Navigating the Campus 10
Campus Life 15
Campus Services 20
General Information 46
Student Code of Conduct 52
Student Rights 63
Student Policies 69
Location of Information 84
Appendix 87
SaVE Act Addendum 110
Index 125

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The CIA reserves the right to alter the policies, curricula, tuition, fees, and other information in this Handbook as needed. The information contained in this document is true and correct to the best of the college’s knowledge.
Campus Building Legend

1 CIA San Antonio (Main Building):
   Nao: New World Flavors restaurant
   Indoor Parking Garage (staff)

2 CIA San Antonio (Student Services Center):
   Admissions
   Education
   Student Services

3 Kikkoman Outdoor Live Fire Pavilion,
   CIA San Antonio

4 San Antonio River, River Walk,
   and Amphitheater

5 Pearl Farmers Market, The Plaza

6 La Gloria Ice House
   Restaurant owned by CIA alumnus
   Johnny Hernandez ’89

7 Sandbar Fish House & Market
   Restaurant owned by CIA alumnus
   Andrew Weissman ’96

8 il Sogno Osteria
   Restaurant owned by CIA alumnus
   Andrew Weissman ’96

9 The Twig Bookstore
   Offers CIA cookbooks and texts

10 Melissa Guerra store
   Offers CIA Masters Collection® cookware and
   CIA merchandise

11 Cured
   Restaurant owned by CIA alumnus
   Steve McHugh ’97

Parking Information

P Visitor/Guest Parking

S Resident/Student Parking
Notice of Nondiscrimination

The Culinary Institute of America (CIA) is an Equal Opportunity Employer committed to the principle of equal opportunity in education and employment, in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and other federal, state, and local laws.

The CIA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, national or ethnic origin, or any other protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws, also prohibits sexual harassment, which includes sexual assault and sexual violence.

The HR Director, Faculty Relations is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for the CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S. Department of Education. Additionally, complaints including the procedure for filing a complaint regarding this Notice of Nondiscrimination and the CIA’s compliance with applicable laws, statutes, and regulations as outlined above, may also be directed to:

**CIVIL RIGHTS COMPLIANCE OFFICERS**

**Joseph Morano**, HR Director, Faculty Relations
Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room S-324
Telephone: 845-451-1314
E-mail: j_morano@culinary.edu

**Maura King**, Director—Compliance 504/ADA Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall, Room S-351
Telephone: 845-451-1429
E-mail: m_king@culinary.edu

OR

**U.S. Department of Education**
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481
Fax: 202-453-6012; TDD: 1-877-521-2172
E-mail: OCR@ed.gov

The Harassment, Sexual Misconduct, and Discrimination Policy can be found on page 87 and at www.ciachef.edu/non-discrimination-statement.

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### Academic Calendar 2015–2016

**SEPTEMBER 2015**

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**AAS Culinary Arts Entry Date**

**AAS Culinary Arts Graduation**

**AAS Culinary Arts and Baking & Pastry Arts Graduation**

**AAS Culinary Arts and Baking & Pastry Arts Entry Date**
### ASSOCIATE (AAS) IN CULINARY ARTS

**Texas Campus**

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<td></td>
<td></td>
<td>Externship Prep Seminar III</td>
<td>NC</td>
</tr>
</tbody>
</table>

**Total credits** 16.5 **Total hours** (219/120/0/339)

### Sophomore Year, First Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th>Freshman Year, Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>Baking and Pastry Skill Development</td>
<td></td>
</tr>
<tr>
<td>(30/60/0/90)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Garde Manger</td>
<td></td>
</tr>
<tr>
<td>(30/60/0/90)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Cuisines of the Americas</td>
<td></td>
</tr>
<tr>
<td>(20/40/0/60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Cuisines of the Mediterranean</td>
<td></td>
</tr>
<tr>
<td>(20/40/0/60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Cuisines of Asia</td>
<td></td>
</tr>
<tr>
<td>(20/40/0/60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>World Cultures and Cuisines</td>
<td></td>
</tr>
<tr>
<td>(45/0/0/45)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Controlling Costs and Purchasing Food</td>
<td></td>
</tr>
<tr>
<td>(23/0/0/23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>Culinary Practical Examination II</td>
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<tr>
<td>Externship Prep Seminar III</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td>Costing Examination</td>
<td>NC</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits** 16.5 **Total hours** (188/240/0/428)

### Notes:

- Figures in parentheses for each credit-bearing course are as follows:
  - (lecture hours/lab hours/externship hours/total hours)
- The laboratory is designed to give the instructor the flexibility to include the proper mixture of theory and skill development and generally consists of 1/3 theory and 2/3 laboratory work. Although the figures after the course title may indicate all laboratory work, the proper amount of theory is covered.
- *Students must receive a passing grade for both Culinary Fundamentals and the NRA ServSafe® examination (part of the Introduction to Food Science course) and meet GPA requirements in order to progress to the second semester of the freshman year.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.
# ASSOCIATE (AAS) IN BAKING AND PASTRY ARTS

## Texas Campus

### Graduation Requirements

<table>
<thead>
<tr>
<th>Freshman Year, First Semester</th>
<th>Credits</th>
<th>Freshman Year, Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking and Pastry Techniques</td>
<td>6.0</td>
<td>Introduction to Management</td>
<td>1.5</td>
</tr>
<tr>
<td>(60/120/0/180)</td>
<td></td>
<td>(23/0/0/23)</td>
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</tr>
<tr>
<td>Gastronomy</td>
<td>3.0</td>
<td>College Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>(45/0/0/45)</td>
<td></td>
<td>(23/0/0/23)</td>
<td></td>
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<tr>
<td>Introduction to Food Science*</td>
<td>3.0</td>
<td>Principles of Design</td>
<td>1.5</td>
</tr>
<tr>
<td>(45/0/0/45)</td>
<td></td>
<td>(23/0/0/23)</td>
<td></td>
</tr>
<tr>
<td>Baking Ingredients and Equipment Technology</td>
<td>1.5</td>
<td>Café Savory Foods Production</td>
<td>1.5</td>
</tr>
<tr>
<td>(23/0/0/23)</td>
<td></td>
<td>(21/42/0/63)</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>1.5</td>
<td>Basic and Classical Cakes</td>
<td>3.0</td>
</tr>
<tr>
<td>(23/0/0/23)</td>
<td></td>
<td>(30/60/0/90)</td>
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<tr>
<td>Professionalism and Life Skills</td>
<td>1.5</td>
<td>Individual and Production Pastries</td>
<td>3.0</td>
</tr>
<tr>
<td>(23/0/0/23)</td>
<td></td>
<td>(30/60/0/90)</td>
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<tr>
<td>Externship Prep Seminar I</td>
<td>NC</td>
<td>Hearth Breads and Rolls</td>
<td>3.0</td>
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<tr>
<td>(23/0/0/23)</td>
<td></td>
<td>(30/60/0/90)</td>
<td></td>
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<tr>
<td>Externship Prep Seminar II</td>
<td>NC</td>
<td>Baking and Pastry Practical</td>
<td>NC</td>
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<tr>
<td></td>
<td></td>
<td>Examination I</td>
<td>NC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externship Prep Seminar II</td>
<td>NC</td>
</tr>
</tbody>
</table>

Total credits 16.5 Total hours (219/120/0/339)

### Freshman Year, Second Semester Credits

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total credits 16.5 Total hours (202/222/0/424)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Externship 3.0 Total hours (0/0/600/600)</td>
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### Sophomore Year, First Semester Credits

<table>
<thead>
<tr>
<th>Credits</th>
<th>Sophomore Year, First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Confectionery Art and Special Occasion Cakes</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
<tr>
<td></td>
<td>Chocolate and Confectionery Technology and Techniques</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
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<tr>
<td></td>
<td>Advanced Baking Principles</td>
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<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
<tr>
<td></td>
<td>Contemporary Cakes and Desserts</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
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<tr>
<td></td>
<td>Specialty Breads</td>
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<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
<tr>
<td></td>
<td>Controlling Costs and Purchasing Food</td>
</tr>
<tr>
<td></td>
<td>(23/0/0/23)</td>
</tr>
<tr>
<td></td>
<td>Baking and Pastry Practical Examination I</td>
</tr>
<tr>
<td></td>
<td>Externship Prep Seminar II</td>
</tr>
<tr>
<td></td>
<td>Costing Examination</td>
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</tbody>
</table>

Total credits 16.5 Total hours (173/300/0/473)

### Sophomore Year, Second Semester Credits

<table>
<thead>
<tr>
<th>Credits</th>
<th>Sophomore Year, Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Catering: Hospitality and Service Management</td>
</tr>
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<td></td>
<td>(23/0/0/23)</td>
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<tr>
<td></td>
<td>Introduction to Wine Studies</td>
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<tr>
<td></td>
<td>(23/0/0/23)</td>
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<tr>
<td></td>
<td>Menu Development</td>
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<tr>
<td></td>
<td>Café Operations</td>
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<tr>
<td></td>
<td>Beverages and Customer Service</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
<tr>
<td></td>
<td>Restaurant and Production Desserts</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
<tr>
<td></td>
<td>Restaurant Operations: Baking and Pastry</td>
</tr>
<tr>
<td></td>
<td>(30/60/0/90)</td>
</tr>
</tbody>
</table>

Total credits 16.5 Total hours (189/240/0/429)

**TOTAL CREDITS FOR AAS DEGREE 69.0**

### Notes:

Figures in parentheses for each credit-bearing course are as follows:

(lecture hours/lab hours/externship hours/total hours)

The laboratory is designed to give the instructor the flexibility to include the proper mixture of theory and skill development and generally consists of \( \frac{1}{3} \) theory and \( \frac{2}{3} \) laboratory work.

Although the figures after the course title may indicate all laboratory work, the proper amount of theory is covered.

*Students must receive a passing grade for both Baking and Pastry Techniques and the NRA ServSafe® examination (part of the Introduction to Food Science course) and meet GPA requirements in order to progress to the second semester of the freshman year. Baking and Pastry Techniques is a prerequisite for all future courses in the program.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.
Navigating the Campus
This section has the details you need to navigate your way around the CIA.

**CAMPUS DIRECTORY**

**ACADEMIC ADVISING**
Center for Academic Advising (Hyde Park, NY campus)........... 845-451-1761  
academicadvising@culinary.edu
Duane Brown ’11, Manager–Bachelor’s Program  
Enrollment (Hyde Park)....................................................... 845-451-1716  
d_brown@culinary.edu

**ADMINISTRATION**

Patrick Hutchings, Operations Manager .................................................. 210-554-6416  
p_hutchi@culinary.edu
Denise Zuniga, Administrative Assistant .................................. 210-554-6401  
d_zuniga@culinary.edu

**ADMISSIONS**

Robert Tremblay, Admissions Counselor ........................................... 210-554-6453  
r_trembl@culinary.edu

**CAREER SERVICES**

Career Services Office (Hyde Park, NY campus).......................... 845-451-1275

**EDUCATION**

Alain Dubernard, Department Chair–Baking and Pastry Arts.... 210-554-6403  
a_dubern@culinary.edu
April Goess ’03, CHE, Director–Education .......................... 210-554-6452  
a_goess@culinary.edu
Sergio Remolina, CHE, Director–Latin Studies.................. 210-554-6411  
s_remoli@culinary.edu

**FACULTY**

Michael Becquet, CHE, Adjunct Instructor–Business Management .......................... 210-554-6400  
m_becque@culinary.edu
Samantha Burgess, CFSM, Instructor–Hospitality and Customer Service .................................. 210-554-6418  
s_burges@culinary.edu
Clint Daily, Adjunct Instructor–Business Management ........... 210-554-6400  
c_daily@culinary.edu
Dr. Homer C. Emery, RS, Adjunct Instructor–Culinary Science.. 210-554-6400  
h_emery@culinary.edu

**FINANCIAL AID**

Student Financial and Registration Services  
(Hyde Park, NY campus)....................................................... 845-451-1500  
SFRS@culinary.edu Fax: 845-905-4030

**HEALTH SERVICES**

Health Services Office (Hyde Park, NY campus).......................... 845-451-1261  
Fax: 845-905-4061

**HOT LINE**

To report harassment ............................................................... 1-855-373-5906

**LEARNING STRATEGIES**

Maribel Hermosillo, Learning Strategies Assistant .......................... 210-554-6428  
m_hermos@culinary.edu
Mary-sol Salinas, Learning Strategies Administrator .................. 210-554-6465  
m_salina@culinary.edu
Mary Dietrich, Disability Specialist (Hyde Park, NY) ........... 845-451-1288  
m_dietri@culinary.edu

**LIBRARY SERVICES**

Library................................................................................. 210-554-6431
REGISTRATION
Student Financial and Registration Services
(Hyde Park, NY campus) .......................................................... 845-451-1500
SFRS@culinary.edu Fax: 845-905-4030

RESTAURANT
Nao: New World Flavors ......................................................... 210-554-6484

SAFETY AND SECURITY
Pearl Security ................................................................. 210-889-5287
210-889-5236

STUDENT ACCOUNTS
Student Financial and Registration Services
(Hyde Park, NY campus) .......................................................... 845-451-1500
SFRS@culinary.edu Fax: 845-905-4030

STUDENT AFFAIRS
Shannon Gerome, Manager—Student Services................. 210-554-6451
s_gerome@culinary.edu
Chelsea Hubbard, Student Relations Coordinator .............. 210-554-6400
c_hubbar@culinary.edu

CAMPUS SERVICES AND FACILITIES
OPERATING HOURS (Hours are subject to change; all hours listed are Central Time.)

ADMINISTRATIVE OFFICES
Monday–Friday, 8 a.m.–4 p.m.

CAMPUS LIBRARY
Monday–Friday, 6 a.m.–8 p.m.

EDUCATION OFFICES
Monday–Friday, 8 a.m.–4 p.m.

FINANCIAL AID (HYDE PARK, NY)
Monday–Thursday, 8 a.m.–3:30 p.m.; Friday, 10 a.m.–3:30 p.m.

LEARNING STRATEGIES CENTER
Monday–Friday, 8 a.m.–5 p.m.
(Or by special arrangement)

NAO RESTAURANT
Call 210-554-6484 or visit www.ciarestaurantgroup.com. Hours may vary.

REGISTRATION (HYDE PARK, NY)
Monday–Thursday, 8 a.m.–3:30 p.m.; Friday, 10 a.m.–3:30 p.m.

SAFETY AND SECURITY
Pearl Security is available 24 hours a day via cell phone at 210-889-5287 or 210-889-5236.

STUDENT FINANCIAL AND REGISTRATION SERVICES (HYDE PARK, NY)
Monday–Thursday, 8 a.m.–3:30 p.m.; Friday, 10 a.m.–3:30 p.m.

WHOM TO CONTACT FOR ASSISTANCE IN SPECIFIC AREAS

<table>
<thead>
<tr>
<th>FOR...</th>
<th>CONTACT...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic assistance</td>
<td>Your instructor, the learning strategies administrator, Center for Academic Advising in Hyde Park, NY</td>
</tr>
<tr>
<td>Alcohol concerns or information</td>
<td>Student services manager, Counseling &amp; Psychological Services Office in Hyde Park, NY</td>
</tr>
<tr>
<td>Computer lab—technical issues</td>
<td>IT support in Hyde Park, NY, 845-451-1263</td>
</tr>
<tr>
<td>Disabled services</td>
<td>Learning strategies administrator</td>
</tr>
<tr>
<td>Emergency assistance</td>
<td>Dial 911. For non-emergencies, contact Pearl Security, 210-889-5287 or 210-889-5236</td>
</tr>
<tr>
<td>Financial assistance</td>
<td>Student Financial and Registration Services in Hyde Park, NY</td>
</tr>
<tr>
<td>General assistance with problems</td>
<td>Director of education, student services manager, Counseling &amp; Psychological Services Office in Hyde Park, NY</td>
</tr>
<tr>
<td>Health insurance</td>
<td>Health Services in Hyde Park, NY</td>
</tr>
<tr>
<td>ID cards</td>
<td>Student services manager</td>
</tr>
<tr>
<td>International student information</td>
<td>Director of education</td>
</tr>
<tr>
<td>IT Help Desk—computer assistance</td>
<td>IT Help Desk in Hyde Park, NY ext. 1263</td>
</tr>
<tr>
<td>Jobs (part-time) on campus</td>
<td>Operations manager, third floor Administration Offices</td>
</tr>
<tr>
<td>Medical care, referrals</td>
<td>Student services manager</td>
</tr>
<tr>
<td>Parking information/stickers</td>
<td>Student services manager</td>
</tr>
<tr>
<td>Registration for classes,</td>
<td>Student services manager</td>
</tr>
<tr>
<td>makeup classes</td>
<td></td>
</tr>
</tbody>
</table>
For the duration of your studies, The Culinary Institute of America is the focal point of your life. That’s why we offer you services and activities designed to make your stay with us as productive and enjoyable as possible. This section describes campus life and the various services available to you.

MISSION STATEMENT
The Culinary Institute of America is a private, not-for-profit college dedicated to providing the world’s best professional culinary education.

Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts.

We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

HISTORY
In the mid-1940s, faced with a shortage of back-of-the-house (kitchen) professionals, members of the New Haven Restaurant Association in Connecticut had the idea of creating a school to train World War II veterans in the culinary arts. In 1945, they approached attorney Frances Roth with their idea and asked her to be the school’s administrative director. Mrs. Roth had never worked in a restaurant, but she became determined to establish a school that would become “the culinary center of the nation.” With financial, social, and political support from Katharine Angell—who was married to Yale University President Emeritus James Rowland Angell and who would later become chair of the board of the cooking school—Mrs. Roth set about achieving her vision.

On May 22, 1946, the New Haven Restaurant Institute opened its doors in downtown New Haven, CT as the first and only school of its kind in the United States. The Institute enrolled 16 students in its first class and employed a faculty consisting of a chef, a baker, and a dietitian. As the foodservice industry grew, so did enrollment, necessitating a move in 1947 to larger quarters: a 40-room mansion adjacent to Yale University. The school’s name was changed to the Restaurant Institute of Connecticut and, in 1951, it became known as The Culinary Institute of America, reflecting its national scope and the diversity of its students. The college expanded its educational program to two years and introduced continuing education courses for industry professionals.
By the time of Mrs. Roth’s retirement in 1965, the CIA had increased its enrollment to 400 students and operated a $2 million facility. Double-class sessions were initiated in 1969 to accommodate a backlog of applications, and an auxiliary campus was leased, but with more than 1,000 students and facilities strained to the maximum, the CIA’s administrators launched a nationwide search for a new home. They found it in St. Andrew-on-Hudson, a former Jesuit novitiate in Hyde Park, NY. The new campus opened two years later, with its main building renamed Roth Hall. In 1971, the Board of Regents of the State of New York granted the CIA a charter to confer the Associate in Occupational Studies (AOS) degree in culinary arts, making it the first culinary college to be so authorized. Other CIA associate and bachelor’s degree programs followed over the years, cementing the school’s status as the world’s premier culinary college.

From its humble beginnings in a single building in New Haven, CT, today the CIA continues to influence the future of food through its commitment to advancing knowledge, leading our industry, and making a difference in the lives of people all over the world.

**COLLEGE COLORS**
The CIA uses green and gold for the official school colors as they are often found to be food colors. The wheat stalk in the logo is a symbol of strength, quality, and heritage.

**STUDENT SERVICES CENTER**

**Wellness Philosophy**
Student Affairs, located in the Student Services Center, endorses an important wellness philosophy to CIA students. This wellness model is used on many college campuses and is the framework for a healthy lifestyle that includes physical, intellectual, emotional, social, occupational, and spiritual well-being and balance. We hope you will learn the framework of such a lifestyle and begin your wellness journey while at the CIA. We also hope these concepts will stay with you throughout your life.

**Student Affairs Staff**
The student services manager, student relations coordinator, and director of education are available as resources for issues, concerns, or problems that may arise as you progress through your college experience. The staff is prepared to assist in solving problems directly or in making appropriate referrals. Issues affecting the quality of student life, discipline, personal safety, alcohol/drug awareness, and student interactions are examples of reasons to visit Student Affairs. We are committed to helping you be successful, so feel free to come in and see us if you have any issue you wish to discuss. You also have access to the staff at the main campus to help with issues you encounter. Contact Student Affairs at 845-451-1324 for assistance.

**GROUP LEADERS**
Group leaders are among the most important pieces of the educational system at the CIA. Elected during freshman year and then once again after externship, group leaders act as “coaches of their teams.” They are the liaisons between their group mates and the faculty. They meet often with instructors, hold group meetings, administer surveys and evaluations, relay mail messages, and represent the group on campus.

The benefits of leading a group are substantial. There is the value of the leadership experience, the chance to master managerial skills, and a feeling of personal satisfaction and pride from successfully steering your group through the curriculum. This position will also help strengthen your relationship with the faculty and staff. In addition, the leadership and managerial skills you will gain are exactly what prospective employers are looking for.

Students should expect their group leader to be a motivator, facilitator, organizer, troubleshooter, and, most of all, a good communicator.

**ORIENTATION**
All students participate in a four-day orientation after their arrival. The first two days encompass individual sessions geared to help you understand the policies and procedures of the CIA as well as all the educational resources to help you become a successful student. The second two days are spent becoming familiar with your culinary kitchen or baking and pastry bake-shop and the beginnings of your curriculum.

In addition, all new students are required to complete two online programs within the first two weeks of their arrival on campus. These programs concentrate on two topics: alcohol abuse education and prevention, as well as sexual assault education and prevention. Students are informed of this requirement on the first day of the orientation program. The goal is 100% compliance with this requirement and a passing grade of 70%.

**FACULTY OFFICE HOURS**
All faculty members hold regularly scheduled office hours to provide you with the opportunity outside of class to discuss any concerns. These office hours are for all CIA students, not just for students in an instructor’s class.
Many instructors use office hours to talk to students about performance in class, learning strategies, externship possibilities, or career opportunities.

INTERNATIONAL STUDENTS
The director of education is available Monday–Friday, 8 a.m.–4 p.m. to handle any questions or problems related to student visas. After you have registered for classes, you must bring your passport, I-94 card (the white card stapled to your passport), and I-20 form to the Student Affairs Office to be registered in the SEVIS system as an enrolled full-time student. As an F-1 student, you are required to have medical insurance while in the U.S. (You may also wish to secure dental coverage.) We strongly recommend that you obtain a medical insurance plan before you leave home that will cover your health costs in this country. But if you do need coverage, speak to the manager of admissions and international student services at the Hyde Park, NY campus (845-451-1527), who can provide advice on optional medical plans. If you’re an international student taking a vacation period or other leave from the United States, you’ll need to obtain the signature of the designated school official on page 3 of the existing Certificate of Eligibility (Form I-20) prior to leaving in order to re-enter the U.S. Advise the Student Affairs Office at least one week prior to your departure from the United States so the office can provide this signature.

International students are responsible for themselves and their families with regard to immigration and visa laws. CIA staff will provide assistance and advisement where possible, but ultimately, you are responsible for knowing and complying with the laws of the U.S., your home country, and the countries to which you travel while you are a CIA student.

International students who hold an F-1 student visa and are enrolled in the associate degree programs may:

• Work on campus for a maximum of 20 hours per week in a non-Work-Study approved position, subject to job availability.
• Complete the required externship in the U.S. with authorization by the designated school official. Employment authorization is job-specific. You must bring your extern agreement and the I-20 form to the Admissions Office.
• Accept part-time employment off campus after nine months of full-time study with authorization from the Department of Homeland Security (DHS) via the application process. The time worked will be deducted from post-completion employment.

• Accept full-time employment after completion of studies with authorization from the DHS via the application process for up to 12 months. The employment authorization takes 90 days to process.

You must have a Social Security card to work in the U.S. in all of the above situations. You can pick up the necessary paperwork and submit it in person to the Social Security Office located at: Room 701, 7th Floor, 727 E Cesar E Chavez, San Antonio, TX 78206

This process takes approximately 10–20 days, with approval from the school official and an offer of employment.

VETERAN STUDENTS
Just as when the CIA was founded to support returning World War II veterans, so are current veteran students an important part of the college community today. If you are a veteran, please use the resources available to you—as student support offices stand ready to assist you, from orientation to graduation. Consider becoming a part of the veterans student organization on campus. This can help you meet fellow veterans and get involved in social activities and community events.

If you are seeking information about local Veterans Affairs (VA) services for health care, visit www.southtexas.va.gov.

The Veterans Services Committee is a college-wide group that meets to monitor the experience of student veterans on campus, and initiates new processes to improve their experience at the CIA. You can contact us at veteranscommittee@culinary.edu and a member of the committee will reach out to you to follow up and/or invite you to meet to discuss your situation.

STUDENT CLUBS
We encourage you to take advantage of on-campus student clubs to pursue your personal interests, meet other students, and hone your professional skills. Signups and information about the changing slate of clubs are posted in the computer lab, and a calendar of campus events is available on CIA Main Menu, the student web portal. Only current CIA students, faculty, and staff are permitted to take part in student clubs. In addition, all active clubs must keep minutes and have a faculty or staff advisor. For more information about current clubs, or to learn more about starting a new club, contact the student relations coordinator, director of education, or CIA Main Menu.
CAMPUS SERVICES
During your time on the CIA campus, we strive to foster for you a productive and safe environment ideal for learning and personal growth. This section describes the various services available to help you get the most out of your educational experience.

CAMPUS SAFETY
It’s important to remember campus safety is everyone’s responsibility. If every person who sets foot on the CIA campus observes the policies and procedures described in this section, we’ll continue to enjoy a safe, pleasant educational environment.

STATEMENT OF STUDENT RESPONSIBILITY
The Culinary Institute of America provides a practical learning environment for each of its students. You’ll be required to participate in a variety of hands-on experiences on or off campus, consistent with training in the culinary or food and beverage field. As a CIA student, you assume the risks and responsibilities inherent in the educational process.

Observation and application experiences may at times involve dangers and hazards to which professionals in the foodservice industry are exposed, along with the normal risks of functioning in American society. Although the CIA can assume no responsibility for any of these risks, we do attempt to provide a safe environment and to instruct you in safe practices and procedures. However, none of us are immune to injury in the course of our daily lives, work, or field of study, so you should conduct yourself with due and reasonable care in all of your actions.

Whether a particular educational experience is a degree requirement or voluntary extracurricular activity, you must decide whether or not to participate and expose yourself to its possible hazards. If you choose not to participate in a required activity, however, you may fail to satisfy the course or degree requirements. You may wish to discuss the risks noted above with the faculty or staff supervisor of the activity in which you’re participating.

CIA SAFE CAMPUS PROGRAM
Colleges need to be prepared and ensure timely campus communication in the event of a violent criminal incident. Here at the CIA, we have developed CIA Safe Campus, the result of a task force specifically investigating best practices for serious violent incidents across the nation.

A key component of this is the CIA Emergency Notification System, established to alert the entire campus community in a timely fashion in case of emergency. A two-tiered format has been implemented:

Campus Emergency Public Address System—This system will broadcast emergency announcements campus-wide. The announcements will be preceded by a double beep tone, followed by emergency information and instructions.

Mass Notification System—Through this system, designed by Everbridge, Campus Safety will send emergency messages to each registered member of the CIA community via transmission of voice mail, e-mail, and text messages according to pre-determined contact lists. Campus Safety will provide you with information to register for this notification system.

In the event of a campus emergency, you will likely receive instructions to “shelter in place” for your safety. Shelter in Place is an important concept that requires you to secure yourself and others in the room you’re occupying when the alarm is sounded. Locking doors, pulling shades, and barricading entryways are all strategies for limiting access by an assailant.

When registering for our Mass Notification System at www.everbridge.com, you’ll find space provided for a name and phone number of the person you’d like the Office of Safety and Security to notify in case you are reported missing. This is confidential information that will only be used in a missing person investigation.

ACCIDENTS
Any accident involving injury, no matter how small, should be reported immediately to the manager-in-training (MIT), chef-instructor, or director of education.

REPORTING A MISSING STUDENT
To ensure everyone’s safety at the college, you should report a suspected missing student to the Campus Safety, Student Affairs, or Education offices. The Culinary Institute of America has established a Missing Student Notification policy and will initiate the process no later than 24 hours after a student residing in on-campus housing has been determined to be missing.

If you suspect that a student is missing, please immediately contact the director of education at the Texas campus (210-554-6452), Campus Safety at the New York campus (845-451-1268), and the student services manager (210-554-6451).

Please be considerate to those who care for your safety—take the time to communicate any change in your arrival and/or travel intentions to friends,
roommates, and parents. More often than not, the missing person is delayed due to unforeseen circumstances or to a simple change in plans.

**CAMPUS SHOOTING EMERGENCY PROCEDURE**
The most tragic campus emergency is that of an armed intruder entering the campus grounds with the intent to harm others. This type of incident requires a different response than normal emergencies. Should an incident of this nature occur, three options are available to you. The first is to lock down. This requires securing the area in which you are located if this is structurally possible. Turn off all lights and cover all windows, if possible. The second is to evacuate in the opposite direction of the threat, and proceed to a safe evacuation area. The third is to counter the intruder with opposing force or distraction. The choice of response must be based on your ability, experience, skill, and mental preparation for this type of incident. Regardless of which response each individual chooses, the college shall communicate the threat by voice, radio, and emergency public address system with instructions to evacuate.

Instead of meeting at the normal gathering places designated for emergencies, the evacuation point in the event of an armed intruder will be the student parking lot.

Of course, the best way to protect against an armed intruder is to prevent it from happening at all. Studies of school shooting incidents show that in almost every case, the intruders spoke about their plans beforehand. In some cases, students knew of the imminent attack and did not inform the appropriate authorities. We strongly encourage students and staff to follow and practice “See Something, Say Something.” If you are concerned about the behavior of someone on campus, report it to the appropriate person. This simple act can avert an immense tragedy and allow a troubled person to receive assistance that would help him or her.

A training video, *Shots Fired on Campus*, is available on CIA Main Menu under the “Campus Resources” tab, “Safety and Security” section. We encourage you to view this important training message.

**FIRE SAFETY**
In accordance with Texas State law, all campus buildings are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power and lighting, exit signs, and building floor plans. Tampering with any of these devices will result in automatic disciplinary action and, in some cases, criminal prosecution.

These regulations are subject to revision in order to comply with state and local law.

Fire alarms are installed for the protection of all staff and students. Should an alarm sound, everyone must leave the building immediately. If you do not leave immediately when the fire alarm sounds, you will be subject to disciplinary action.

False fire alarms can cause inconvenience and waste productive time, create hazards from unnecessary building evacuation, and create traffic hazards for responding emergency personnel. Excessive false fire alarms can cause building occupants to become complacent and noncompliant with emergency evacuation procedures. Maliciously causing a fire alarm by pulling a fire alarm box is considered among the gravest violations of CIA regulations and may result in arrest. Penalty for conviction is a $1,500 fine and/or one year in jail. If you’re found to be responsible for causing a false alarm, you may also be fined up to $1,000 by the CIA.

A $250 reward will be paid to the person or persons whose information leads to the apprehension and conviction of anyone who intentionally sets a fire or causes a fire alarm to sound when there is no fire. Vandalism of fire detection or fire suppression equipment may render it inoperative, thus creating a serious fire safety hazard.

**PERSONAL PROPERTY AND VALUABLES**
The CIA does not carry insurance covering the loss of, theft of, or damage to your personal property. To help prevent losses, follow these guidelines:

1. Carry only a small amount of money with you at all times; never carry large amounts of cash.
2. Be sure your lockers are locked.
3. Inscribe your name on all textbooks, knives, personal equipment, and clothing—and never leave them lying about unattended.

**LOST AND FOUND**
Please turn in any found item of value to the Administration Offices on the third floor.

**THEFT**
You can prevent theft by avoiding carelessness with your valuables. Report any theft immediately to the director of education. Additional notification can be made to Pearl Security, which patrols the exterior areas of campus, and/or the San Antonio Police Department. For police assistance, dial 911.
All parking violations are $50. The fine for on-campus moving violations such as speeding, going the wrong way on one-way streets, and going through stop signs is $75. Fines are charged to your student account. Students are responsible for parking and moving violations incurred by their guests.

Parking and Moving Violation Process
Students may not incur more than three tickets total.

First three tickets: $50 or $75 fine each, depending on violation.
Total of four tickets: Vehicle will be immobilized ("booted") or towed.
$100 fee to remove boot
$100+ fee for towing
Student placed on parking contract by Student Affairs Office

Further violations: Immobilization or towing*
(total of five tickets)
Loss of privilege to park and operate a vehicle on campus for 15 weeks

* towing at your expense and risk

Violating suspended parking/driving privileges may result in permanent loss of vehicle privilege and/or suspension from the CIA. All fine monies collected are deposited to the P.A.R.C. student scholarship to assist students with financial need.

Appeals
To appeal a parking or moving violation, you must fill out a Parking Appeal form. The forms are available from the Student Services Center. You must make your appeal within three days of receiving a ticket. The ticket must accompany the appeal. Ticket appeals are reviewed by the Academic Standards Committee and Pearl Security, who will notify the student. This is the final step in the appeal process.

Tickets issued for the following reasons cannot be appealed:
1. Parking permit was not properly displayed on vehicle.
2. Parking in designated fire lane.
Also, fees paid for boot removal or towing cannot be appealed.

Weapons
Campus regulations and Texas State law prohibit the possession of any weapons on a college campus. Students will be immediately suspended or dismissed if they are found to have a weapon anywhere on campus [i.e., in

Building Monitoring
Interior spaces of the campus buildings are under surveillance monitoring 24 hours a day. Unauthorized or after-hours entry is recorded and automatically alarmed to a remote security service provider.

ID-Access Key Cards
CIA buildings require authorized access key card entry at all times, with the exception of during special events. Student picture ID-Access cards issued on day one of classes provide access to CIA buildings during prescheduled authorized access time periods. If these cards are lost or stolen, the incident should be reported immediately to the office manager on the 3rd floor, suite 2305; phone: 210-554-6401 (ext. 6401 from campus phones).

Parking
The CIA student parking area is located in the spaces under the Highway 281 overpass at Avenue A and Pearl Parkway. These spaces are located on the south side of Pearl Parkway. A diagram is included in your orientation packet.

All vehicles must be registered with the CIA San Antonio to park on campus. Please fill out the CIA Vehicle Information Form and return to the student services coordinator to receive your parking permit.

Disabled Vehicles
Disabled vehicles are not to be left on the property of The Culinary Institute of America. If your vehicle becomes disabled, or is blocking a fire zone or obstructing traffic, please report this immediately to Pearl Security so mitigating action can be taken.

If your vehicle’s battery is dead, a Pearl Security officer will try to assist you. Officers have equipment to jump-start most vehicles; please note that you will have to sign a waiver prior to receiving this service.

Disabled vehicles and vehicles without valid, visible registration will be removed from campus at the owner’s expense.

Violations and Fines
If you fail to obey the campus speed limit of 10 miles per hour, drive recklessly, park illegally, or commit some other traffic violation on campus, you will initially receive a warning. Further violations will result in immobilization or towing (at your expense and risk) and loss of parking privileges and the privilege to operate a vehicle on campus.

Excessive violations may result in suspension from the CIA.
a room, vehicle, locker, or storage; among belongings; or on one’s person). Suspension/dismissal is in addition to, and irrespective of, any arrest or legal sanctions to which you may be subjected. NO excuses are acceptable.

**Prohibition of Hazing**
The Culinary Institute of America (CIA) prohibits hazing of any type on its campuses or in any CIA-sponsored program. In order to maintain public order and the safety of all, both within and outside of the campus community, any form of hazing—direct, indirect, or passive—is strictly prohibited. Violations of the hazing policy can result in severe consequences.

Hazing constitutes the activities of soliciting, directing, aiding, or otherwise participating actively or passively by any student, staff, faculty, visitor, contractor, or third party in a premeditated act of power and control over others that leads to victimization. Hazing is prohibited in the course of initiation in or affiliation with any organization.

Acts of hazing include, but are not limited to:
- The forced consumption of alcohol or drugs,
- The forced consumption of food or drink,
- Degrading an individual through humiliating activities,
- Creating situations that cause physical harm or emotional strain, and/or
- Using brutality or force.

Passive participation in hazing may include:
- Witnessing hazing as a group member, affiliate, or guest, and/or
- Participating in or being present in person or via technology in discussions where hazing is planned.

Any person or organization found in violation of the Hazing Policy will be subjected to penalties ranging from written warning, loss of privileges, restitution for damages, ejection from campus or from the organization with which affiliated, dissolution of the organization, suspension, dismissal, termination, and/or involvement of local law enforcement.

The full Hazing Policy can be found on CIA Main Menu at https://ciamainmenu.culinary.edu/student. Just “search” the policy name.

**Hate/Bias Crimes**
Hate crimes, also called bias crimes or bias-related crimes, are motivated by a person’s bias or attitude against a victim or group based upon their protected classification, including but not limited to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin. The victim, and indeed, the entire college community, is adversely affected by such behavior, which may include bias-related physical or verbal misconduct, use of racial or sexual slurs, threats, intimidation, harassment, and hazing.

State and federal laws sanction individuals convicted of a hate crime with penalties ranging from fines to imprisonment depending on the nature of the crime, use of violence, or previous convictions. A student who commits a hate crime is also subject to campus disciplinary procedures with sanctions including, but not limited to, demerits, fines, suspension, or dismissal.

Procedures for the investigation, adjudication, and reporting of hate crimes are contained within the CIA’s Harassment, Sexual Misconduct, and Discrimination Policy, which can be found on the CIA’s website and in this Student Handbook on page 87.

**Soliciting and Canvassing**
Soliciting or canvassing on campus by outside firms, businesses, staff, or students acting on behalf of such is strictly prohibited. You may not use bulletin boards, doors, walls, or the internal mail system for this purpose.

The CIA prohibits the advertising, marketing, or merchandising of credit cards to students on any U.S. domestic campus or at any CIA-sponsored program. Banks, credit unions, and other businesses approved by the associate vice president and dean of student affairs to be present at student orientation or other campus activities may not provide credit card applications to students during those events. Any exception to the prohibition outlined will be considered by the associate vice president and dean of student affairs to ensure it complies fully with applicable state and federal laws.

The full Credit Card Marketing to Students Policy can be found on CIA Main Menu at https://ciamainmenu.culinary.edu/student. Just “search” the policy name.
You will be introduced to Career Services during your externship planning and preparation. Through group meetings and one-on-one advising sessions, you will be prepared to seek out and secure your externship location. Your advisor will remain in contact with you during your externship experience, and he or she will work with you post-externship to assist you with career planning as you prepare to graduate.

In Career Services, we often say that we “teach people to fish,” meaning that we provide the tools and training to empower you to manage your own career. As a CIA graduate, you have lifelong access to our services.

Contact Mar-y-sol Salinas at the San Antonio campus at 210-554-6465 for assistance with externship and career services. In addition, you can reach the Career Services staff at the Hyde Park campus at 845-451-1275.

Recruitment Opportunities

Students at the CIA San Antonio can take advantage of recruitment opportunities and presentations held on campus. These opportunities will be communicated to you via your CIA student e-mail account and posted on the Career Services page of the student portal. You may sign up for potential interview slots by contacting the learning strategies administrator at m_salina@culinary.edu.

In addition, employers recruit on the CIA’s Hyde Park campus during career fairs and throughout the year for both externship and full-time job opportunities. Watch for announcements so you can identify employers of interest to you. If you are interested in any of the positions available at a particular Career Fair, you can submit your résumé to prospective employers directly.

CAREER SERVICES

Career Services is supported through the Library Learning Commons on campus. Managing your career means ongoing, active dedication to moving your career forward—securing a job begins long before looking at postings and sending applications. Career Services is here to assist you with:

- creating career goals and specific plans to achieve them,
- building your professional network,
- creating résumés, cover letters, portfolios, profiles, blogs, and any number of other means of advertising your skills and value to employers, and
- finding and creating opportunities to advance your career.

COUNSELING AND MENTAL HEALTH RESOURCES

Personal difficulties and emotional stress can affect your quality of life and ability to learn. Speaking with a trained, objective professional can increase self-awareness and help you build better coping strategies and resilience.

If you are already under the care of a psychiatrist and/or therapist, you may want to transfer your care to local resources in order to have appropriate support during your time at school.

Check with your insurance provider for a list of therapists and psychiatrists in Bexar County who accept your insurance. Students without insurance should consider purchasing coverage.

If you experience a mental health crisis, Bexar County Mental Health can be reached at 210-207-2581, 24 hours a day.
FINANCIAL AID
Financing your education is a primary concern during your CIA career. The following information will help you understand the eligibility requirements and where to find more information.

CONTINUED FINANCIAL AID ELIGIBILITY
Students must reapply for financial aid each school year by filing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.ed.gov. The CIA’s federal code is 007304. Students selected for verification will be asked to provide additional information to Student Financial and Registration Services such as official IRS transcripts of the federal tax returns. Incoming students will automatically be considered for CIA merit-based aid through the admissions process.

The CIA has a FAFSA priority deadline of April 15. Students who file by this date will be processed first and given priority for institutional and federal campus-based funds. Students also need to make satisfactory academic progress, as determined by the director of education, in order for aid to continue. If makeup course work is required before starting a new semester, financial aid will not be awarded for the new semester until the course work has been completed and the director of education determines the student’s eligibility to start the new semester. There is no federal, state, or CIA aid offered for the costs of making up courses.

STUDENT ELIGIBILITY RESPONSIBILITY
To be eligible for federal or state financial aid, you must not owe repayment on a federal or state grant, or be in default on any guaranteed/federally insured student loan. Also, you must be making satisfactory progress in the academic program (please see “Satisfactory Academic Progress” in the Financial Aid section of the CIA Academic Catalog).

Aid Suspension Due to Drug Conviction: The Higher Education Act of 1965, as amended, suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. If you have a conviction for this offense, call the Federal Student Aid Information Center at 1-800-433-3243 or go to the “FAFSA on the Web” site. Once there, click “Before Beginning a FAFSA” in the left column, and submit the Student Aid Eligibility Worksheet to find out how this law applies to you.

If you have lost your federal student aid eligibility because of a drug conviction, you can regain eligibility by successfully completing a qualified drug rehabilitation program or passing two unannounced drug tests administered by such a program. You may also regain your eligibility if your conviction is reversed, set aside, or removed from your record so that fewer than two convictions for sale or three convictions for possession remain on your record.

FINANCIAL AID PROGRAMS
For more information about federal, state, and institutional aid, including award descriptions, please refer to the Financial Aid section of the CIA Academic Catalog.

GRANTS AND SCHOLARSHIPS FOR ENROLLED STUDENTS
Throughout the year, many organizations generously offer scholarship assistance to students enrolled at the CIA. More than $2 million was awarded in donated scholarship funds last year.

Criteria and application procedures vary, and are listed on the SHEF site at ciachef.academicworks.com. CIA students are encouraged to check this site often to learn of possible new scholarship opportunities that become available throughout the year.

Most of these awards are based on your GPA, financial need, or both. Many students think that because they have already made financial arrangements for their education they no longer have financial need, but financial need is based on the FAFSA. So even if you will not be using federal aid, it is important to complete this document every year.

HOW NEED IS DETERMINED
When you file your FAFSA, the U.S. Department of Education determines an expected family contribution (EFC). Need is calculated by subtracting your EFC from the cost of attendance (COA).

COST OF ATTENDANCE
In addition to the fixed direct cost listed in the Tuition and Fees section, the CIA is required to estimate a cost of attendance (COA) that includes indirect costs such as personal expenses and transportation. While COA is one of the more confusing aspects of the financial aid process, it gives the student and his or her family an idea of what costs might be incurred beyond tuition and fees so they can plan accordingly. It is important to differentiate between direct and indirect costs, as indirect costs are simply estimates used by Student Financial and Registration Services during the awarding process to determine a student’s financial need, while direct costs are actual amounts that will be charged to the student’s account.

Keep in mind that Student Financial and Registration Services can only award students with an amount of aid equal to or less than their associated
Please make arrangements with your healthcare provider to administer any required screenings/immunizations during your pre-admission medical exam appointment. Any follow-up vaccinations can be arranged through a local provider in San Antonio. Please see the student services manager for details.

**MEDICAL CONTRACT**
If you arrived on day one with missing or incomplete medical information, you signed a contract stating that all medical forms, immunizations, and lab tests must be completed and given to the student services manager by day two or you will be charged $200.

If you do not comply with this contract, the registrar will not add your name to your class roster and you will not be permitted to attend classes until all information is completed and approved by Health Services in Hyde Park. Be advised that this delay may be up to one year. You also will be responsible for paying the class makeup fee.

**FACTORIAL HAIR VARIANCE—HEALTH-RELATED**
If you are unable to shave facial hair because of a health-related issue, you must submit the appropriate documentation in writing to the learning strategies center manager. The LSC manager will then issue authorization for the director of education to issue you a variance. This letter must be carried on your person at all times.

**HEALTH INSURANCE**
The CIA does not provide health insurance. You can purchase health insurance through the Health Insurance Marketplace in your state of permanent residence if you are not covered under your parents’ insurance plan. We strongly recommend that you review your individual insurance coverage with your parents or spouse to avoid any chance of not being able to continue at the CIA due to unexpected medical expenses.

**ON-CAMPUS EMPLOYMENT**
Various departments within the CIA hire student workers for temporary employment. Employment opportunities for longer-term temporary assignments or event-specific jobs are listed on the CIA’s Student Job Board, which can be accessed from CIA Main Menu (the student web portal) or from AccessHR. If you’re interested in working on campus, you should visit the Administration Office on the third floor after applying online. Federal Work-Study (FWS) students are given priority hiring; however, on-campus employment is not guaranteed.
Prior to being hired, you must complete new-hire paperwork with the Student Employment Office. This process includes the W-4 tax form and the I-9 form (a form required by the U.S. Department of Homeland Security that establishes your eligibility to work in the United States). The I-9 form requires presentation of original identification documents to Human Resources to verify your eligibility. Copies, scans, or faxes of your identification documents will not be accepted.

As a student employee, you have the option to sign up for direct deposit when you initially register at the Administrative Office or at any time through the Payroll Office. For assistance in completing these transactions, please visit the Student Employment page on CIA Main Menu. If you do not choose direct deposit, you may pick up your paycheck at the front desk in the Administrative Office. If you do not pick up your paycheck within one week, it will be mailed to you.

If you are scheduled to go on externship, you must see the operations manager before leaving and again when you return to ensure that your student employment with the CIA has been activated.

If you’re leaving for externship, you must have a zero balance or an approved payment plan in place in order to begin work at their site. If you’re graduating, you must have a zero balance in order to attend graduation ceremonies.

**FINANCIAL CLEARANCE AND REGISTRATION FOR CLASSES**

You must report to the Student Services Office prior to the beginning of each new semester to receive financial clearance. Special dates are set aside for this purpose and vary depending on your semester. Your reporting dates and times will be e-mailed to you. Those students who have met their financial obligations will receive a Class Admit Card during this clearance process. Failure to report will result in a $75 late registration fee.

**HOW DO I PAY?**

Payments can be made in any of the following ways:

**By Mail or In Person**

- We accept checks, bank checks, and money orders.
- Make all checks and money orders payable to The Culinary Institute of America. Please include your ID number on all checks. We do not accept post-dated checks.
- To pay by mail, send to: Student Financial and Registration Services, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY 12538-1499.
- In-person payments should be made to the student services manager.

**Electronic Payment**

- Make a one-time payment using our payment gateway provided by Tuition Management Systems (TMS).
- Access the TMS website at www.afford.com/ciachef, use the link on the Student Accounts page on CIA Main Menu, or call 1-800-722-4867 for help from a TMS representative. **Please note:** TMS charges a $10 convenience fee for operator-assisted transactions.

**STUDENT ACCOUNTS**

As a not-for-profit educational organization, The Culinary Institute of America depends largely on student tuition, room rent, and other fees to maintain daily operations. It is important that you understand the following:

**PRIVACY AND YOUR STUDENT ACCOUNT**

Information about your bill is private, and will not be disclosed to anyone unless you give us permission. If you wish for us to discuss your finances with family members, please be sure to submit a Consent to Release Form. This form is available from CIA Main Menu under “Documents” on the Student Financial and Registration Services page on the Student Services tab.

**PAYMENT POLICY**

Your student account balance must be paid in full prior to the start of any new semester. To avoid any additional charges, you must pay one-half of tuition 60 days prior to the beginning of each semester.* The unpaid balance of tuition and fees, less anticipated financial aid, must be paid 14 days prior to the semester start date. Payments will be considered late after five days, at which time students may be assessed a $75 late fee.

Make-ups, re-registration fees, and other miscellaneous charges are assessed as they are incurred and are billed monthly, with payment due by the 30th of the month in which the statement is mailed.

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*Every student is required to pay one-half of tuition 60 days prior to his or her semester start date. This payment is an indication of your preparedness to pay and financial commitment to the college. Financial aid, which is not paid until you start your semester, cannot be used to meet the one-half-of-tuition payment requirement. For students with financial aid, half tuition or your balance—whichever is less—must be paid 60 days prior to your start date.
WHAT WILL HAPPEN IF I “BOUNCE” A CHECK?
If the bank does not honor your check for any reason (insufficient funds, stop payment, etc.), a fee of $60 will be assessed and automatically charged to your student account. Restitution of the check will be expected immediately.

WHAT ELSE DO I NEED TO KNOW?

Statements—You will receive a statement every month that you have activity on your student account. This statement will be mailed to your “billing address” at the end of each month. Unless we are notified otherwise, your billing address is your permanent address. You must notify Student Financial and Registration Services at the Hyde Park campus or the student services manager at your campus—in writing—with any change of address. All billing inquiries or errors should be directed to 845-451-1500 or you may e-mail us at SFRS@culinary.edu. You can access your account on CIA Main Menu > My Information > Student Account. It is your responsibility to pay amounts owed even if you do not receive a mailed bill.

E-Statements—Save time (and a tree) by signing up to get your monthly statement electronically. This free, environmentally friendly option lets you—and anyone you designate, such as a parent—receive your CIA E-Statements via e-mail. Log in to CIA Main Menu, go to My Student Account, and click on “E-Statement Service” at the top of the page.

WHEN CAN I GET MY REFUND?
Refundable credits are reviewed and approved weekly and refund checks are made payable to the student. Submit a Permission to Release Funds form* to Student Financial and Registration Services if you want your refund to be issued to someone other than yourself. Refunds based on anticipated financial aid will not be available until the financial aid is paid. Payment or disbursement of loans may take up to six weeks from the beginning of your semester, so please plan your finances accordingly. If half tuition is due for the next semester, your refund will be applied toward that semester. Contact our office if you do not want us to hold your refund towards the half tuition.

All refund checks will be mailed to your billing address. Note that the law requires any excess PLUS loan funds to be returned to the parent. The college will refund the parent when the PLUS is the only payment on the account and the loan disbursement is more than the student’s institutional charges.

If you have any questions about the availability of your refund, contact Student Financial and Registration Services.

Payment Plans
- Our payment plans, administered by Tuition Management Systems (TMS), allow you to spread your educational expenses over equal, manageable monthly payments. Your only cost is a $60 enrollment fee.
- You are encouraged to join the plan 60 days prior to the start of your semester.

Access the TMS website at www.afford.com/ciachef or use the link on the Student Accounts page on CIA Main Menu.

FINANCIAL AID AND YOUR STUDENT ACCOUNT
There are two types of financial aid credits on your student account—an anticipated credit and an actual credit. An anticipated credit is money you expect but which has not yet been received by the college. An actual credit is money that has been disbursed to your student account. Both anticipated and actual credits reduce the balance due on your student account. We cannot disburse financial aid to your student account until you register; as a convenience, we post an anticipated credit to your account when we bill each new term.

If there is no expected anticipated credit on your account, it is often because you did not apply for financial aid on time. It takes time to process a financial aid application, especially in cases involving student loans, so make sure you meet all the deadlines. We will not remove any late charges on your student account simply because you did not file for financial aid on time. You can check the status of your financial aid on CIA Main Menu > My Financial Aid or by contacting Student Financial and Registration Services at 845-451-1500.

Unless otherwise notified, the CIA will use current-semester financial aid in excess of current-semester institutional charges to pay a prior or future miscellaneous charge or balance due. If you do not want the excess financial aid applied in this manner, you must notify Student Financial and Registration Services in writing.

PAST DUE BALANCES
Students with balances from prior semesters will not be allowed to register for classes, receive a transcript, or have a degree conferred. Payments will be considered late after five days, at which time you will be assessed a $75 late fee and a financial hold will be placed on your registration record. You must keep your account current or your enrollment may be terminated. Should you cease to attend for any reason, the date of delinquency for un-paid charges will be based on the last semester attended and will be determined to be the month and year that represents the end of that semester.

*All of our forms can be found on the Student Financial and Registration Services page on CIA Main Menu.
Tuition and Fees (2015–2016, Effective 8/1/15)

Full-time tuition (12–18 credits) is $13,965 per semester. Tuition and fees are subject to increase each year.

Part-time and Overload Fees

More than 18 credits, per additional credit .................. $931.00
Fewer than 12 credits, per credit ................................. $931.00

The board fee while taking these courses will be assessed based on the amount of time needed to complete the course load.

Required Fees

Board/meals fee, per semester ..................................... $700.00
General fee, per semester ........................................... $325.00

Books, Uniform, Supplies:

AAS Freshman Year
  Culinary Arts ......................................................... $1,540.00
  Baking and Pastry Arts ........................................... $1,365.00

AAS Sophomore Year
  Culinary Arts ......................................................... $480.00
  Baking and Pastry Arts ........................................... $510.00

Other Charges That May Be Assessed

Auditing, per credit
  (Externship is not eligible for audit) ......................... $465.50
Cancellation of Enrollment Agreement ........................ $100.00
ID card replacement ................................................ $20.00
Incomplete medical requirement(s) fee ....................... $200.00
Late registration fee ................................................... $75.00
Late registration fee, extern ...................................... $100.00
Late payment fee ..................................................... $75.00

Makeup fees:
All programs, course repeat due to failure (per credit) ...... $931.00*
Administrative withdrawal per director’s permission ....... $60.00
Externship failure .................................................... $150.00
Costing and practical exams no-show ......................... $150.00
NRA ServSafe® Certification rescheduling fee ............. $60.00

Parking fines:
  fire zone violation ................................................ $50.00
  handicap/medical zone violation ............................ $50.00
  moving traffic violation .......................................... $75.00
  non-registration ................................................... $75.00
  removal of immobilizer (“boot”) ............................. $100.00
  towing by outside company ................................. current rate for towing
Returned check fee ................................................ $60.00

Smoking fines:
  First offense ......................................................... $10.00
  Second offense ..................................................... $25.00
  Third offense ....................................................... $50.00
Transcript copy ....................................................... $5.00
Tuition cancellation fee ........................................... $100.00
Tuition Installment Plan enrollment fee ....................... $60.00

*Additional board fee may apply. Contact Student Financial and Registration Services for more information.

Withdrawal of Application

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided.

Withdrawal Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.

2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last date of attendance, if the student is terminated by the college,
   b. The date of receipt of written notice from the student, or
   c. Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the college, not more than $100 in any administrative fees charged shall be retained by the college for the entire program.

4. If a student enters a program and withdraws or is otherwise terminated, the college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that...
a student may not collect a refund if he or she has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies, are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the college can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

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

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the college,
   b. If the course of instruction is discontinued by the college and this prevents the student from completing the course, or
   c. If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the college, or representations by the owner or representatives of the college. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. Refund policy for students called to active military service—A student of the college who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which he or she is enrolled:
   a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   b. A grade of incomplete with the designation “withdrawn—military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      • Satisfactorily completed at least 90 percent of the required coursework for the program; and
      • Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be completed once the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

**TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how the college must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, Federal PLUS, Federal Supplemental Educational Opportunity Grants (SEOGs), and Federal Perkins Loans.

When you withdraw during your period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or the college or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds as well. If you received more assistance than you earned, the excess funds must be returned by the college and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your period of enrollment, you earn 30% of the assistance you were originally scheduled to receive.

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1 More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.
Once you have completed more than 60% of the period of enrollment, you earn all the assistance you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don’t incur additional debt. The college may automatically use all or a portion of your post-withdrawal disbursement—including loan funds, if you accept them—for tuition fees and room and board charges (as contracted with the college). For other college charges, the college needs your permission to use the post-withdrawal disbursement. If you do not give permission (which some colleges ask for when you enroll), you will be offered the funds.* However, it may be in your best interest to allow the college to keep the funds to reduce your debt.

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or the college or parent receive on your behalf) excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of:
1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The college must return this amount even if it wasn’t kept in your Title IV program funds. If the college is not required to return all of the excess funds, you are responsible for returning the remaining amount. If you have any loan funds that must be returned, you (or your parent for a PLUS) must repay them in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with the college or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any other refund policy the college has. Therefore, you may still owe funds to the college to cover unpaid institutional charges. The CIA may also charge you for any Title IV program funds that the college was required to return.

If you have questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on “Student Aid on the Web” at www.studentaid.ed.gov.

The college will make available upon request examples of the application of our refund policy.

TECHNOLOGY ON CAMPUS

The CIA San Antonio currently has a state-of-the-art network infrastructure that supports LAN, WAN, wireless network, high-speed Internet connection, and one computer lab on campus available for student use. The computers run a variety of applications such as MS Office and other applications used to support the curriculum.

Within your first week on campus, you’ll be provided with access to CIA Main Menu, CIA e-mail, and the online learning system. Information available through CIA Main Menu includes campus events/announcements, departmental web pages, links to other educational resources, and information personalized to the individual student (i.e. student account, financial aid, and registration information). CIA e-mail is another avenue for sharing campus-related information from faculty, staff, and student clubs. It’s also available for you to take with you after graduation, enabling you to maintain contact with your alma mater as you move forward in your career. Course guides, as well as other supporting materials for classes, are posted via a CIA-specific online course guide management system. All of these Internet resources are available from both on- and off-campus locations for all currently enrolled students.

The Information Technology (IT) Department is available to advise you on a wide variety of technical issues.

• If you have questions about account information, please call the Student IT Help Desk at our Hyde Park campus at 845-451-1698 until 3 p.m.
For assistance connecting to the wireless network, contact Denise Zuniga from 9 a.m.–4 p.m. at 210-554-6400.

**Student Computer Lab**
The computer laboratory is located on the third floor of the main building in the library. Hours are Monday–Friday, 6 a.m.–8 p.m. The computer lab is equipped with a wide variety of software programs and also provides services such as printing.

**Peer-to-Peer File Sharing**
Peer-to-peer file sharing is not allowed and is blocked on the CIA network using bandwidth-shaping technology. The CIA is legally obligated to assist authorities in identifying individuals who violate copyright law pertaining to peer-to-peer file sharing. It is also in violation of the college’s policy to use technology designed to circumvent the blocking of this activity.

**Wireless Network**
The CIA has a state-of-the-art network infrastructure that supports an 802.11 a/b/g/n high-speed wireless network. We recommend bringing a computer to campus so that you may take full advantage of this network.

**If you bring your computer to campus:**
Recommended Hardware Specifications (minimum):
- Intel or AMD Dual Core Processor
- 4 GB RAM
- 100 GB Hard Drive
- 802.11a/b/g/n Wireless Adapter

Software Requirements:
- Microsoft Windows XP (with SP 3) or newer, or Mac OS X and above. All operating system software should be fully updated with the most current patches.
- Current antivirus and anti-spyware software installed and up to date
- Updated wireless adapter drivers if you plan on using the wireless network

Wireless access is available in the following locations: the CIA San Antonio main building lecture hall and kitchens, the library, and the Student Services Center lecture hall and kitchen space.

**Wireless Network Support**
As a first step in troubleshooting wireless network problems, you must bring your device to Denise Zuniga in the Administrative Office during support hours. Any recommendations made must be followed before any further troubleshooting will be done.

**Online Resources**
Within your first week you will receive login account information for the online resources that are available to you.

**CIA Main Menu**
CIA Main Menu (ciamainmenu.culinary.edu) is the online portal where you can go for all campus-related news, announcements, and information including your grades, class schedule, financial aid, and student account records. Note: Internet Explorer is the supported browser for all CIA applications.

**Mobile CIA Main Menu**
CIA Main Menu is also accessible on tablets and other mobile devices at m.ciamainmenu.culinary.edu. Information available includes grades, schedules, dining information, academic calendars, and campus maps. New information continues to be added and will be announced as it becomes available.

**CIA Student E-Mail Accounts**
The CIA-issued e-mail account is the official way in which faculty and administration communicate with students. This e-mail account allows us to communicate various and often sensitive information in a secure way. It is your responsibility to check your CIA-issued e-mail on a regular basis.

**Conrad N. Hilton Library Catalog**
You can access the CIA’s library holdings online to find books, DVDs, videos, images, periodicals, and more.

**Culinary Course Management System (Moodle)**
Moodle is the online learning platform you will use to access your course materials online. Instructors post course guides, recipe manuals, and other supporting material such as PowerPoint presentations, videos, and assignments in Moodle.

**Career Connect**
The CIA’s Career Connect houses information on thousands of employers and even more approved externship, part-time, and full-time positions available for CIA students and graduates, providing career services for life.
GENERAL INFORMATION
This section includes additional information that will be helpful to you during your time as a student at The Culinary Institute of America.

CELL PHONES AND MP3 PLAYERS
Although cell phones and MP3 players such as iPods are commonly used conveniences, they can be distracting and inhospitable when used inappropriately. Therefore, please do not use them in classroom situations, in the hallways of the academic facilities, in dining rooms, as you enter the kitchens, or as you wait to receive food. You are expected to put these items away if asked to do so by a CIA staff or faculty member.

CIA PROFESSIONAL DEVELOPMENT
The CIA is here to support you throughout your career, with custom education programs and materials designed to further your professional development. Through the college’s custom education programs, you can:

• Contract with CIA Consulting to design and participate in custom courses in areas such as culinary arts, world cuisines, baking and pastry, culinary technology, menu R&D, foodservice management, and professional wine studies at foundation, intermediate, and advanced skill levels.

• Put your skills to the test by earning CIA ProChef® Certification at one of three levels of industry-recognized achievement.

• Demonstrate your wine knowledge to the world with a prestigious Certified Wine Professional™ credential from the CIA.

• Participate in conferences for industry professionals.

• Reinforce your skills or train your team with a wide range of educational materials from the CIA. Available in a variety of media—from DVD and online to print publications and apps—these training materials cover knowledge areas as diverse as cooking methods, confectionery, front-of-the-house management, and more.

• Enlist the expertise of our CIA Consulting team to develop custom products and solutions for your foodservice and hospitality business.

Programs are offered at our New York, California, and Texas campuses. Contact CIA Consulting for custom education courses and training materials. Visit www.ciaprochef.com or call 1-800-888-7850 to learn more.

COMMENCEMENT AWARDS
Special awards for deserving students in the associate degree program are presented at commencement. These include:

CULINARY AWARD
Recognizes the student with excellent skills in culinary arts

FRANCES ROTH LEADERSHIP AWARD
For outstanding leadership, professionalism, and service to the college

KATHARINE ANGELL ACADEMIC ACHIEVEMENT AWARD
Given to the culinary arts student with the highest GPA through the Contemporary Hospitality and Service Management (culinary arts) or Beverages and Customer Service (baking and pastry arts) course.

MANAGEMENT AWARD
For excellence in management classes

ST. HONORÉ BAKING & PASTRY AWARD
Awarded to the student with excellent skills in baking and pastry courses

THE YOUNG PROFESSIONAL’S MEDAL OF MERIT OF THE ACADÉMIE BRILLAT-SAVARIN
Given to a student demonstrating excellence in wine knowledge

DINING SERVICES
Student dining at The Culinary Institute of America is much more than a typical college meal plan. It’s an important part of the campus culture at the CIA, fostering community and teamwork by preparing and sharing meals together. Most important, student dining is a vital part of a CIA education, both for those students preparing the meals and those partaking in them. The college’s unique dining program is driven by the curriculum and provides the campus population with a vast array of menu options each class day.

MEALS
The CIA provides one meal per instructional day—either lunch or dinner—as part of your required board fee. The main meal is served as part of the instructional day, at specified times either at midday or in the evening, depending on the session to which you’re assigned. You must be in uniform to be served, and may be asked to present your student ID card. You must also maintain the dress code during mealtime. The meal program may be modified in the event of severe weather, power outages, or other extreme conditions.
Dietary Restrictions
Understanding that some students may have medical restrictions—including food allergies and sensitivities—that affect their diet, the college’s Learning Strategies Center (LSC) staff is available to assist in addressing these limitations as they apply to the technical requirements of the curriculum. If you have a dietary restriction, you must provide medical documentation of that restriction to LSC staff. For information about reasonable accommodations for class assignments, product handling, and/or student dining options as related to medical dietary restrictions, please contact the Learning Strategies Center.

Identification Cards
Identification cards are issued to all students and you must carry yours at all times. If you lose your card, you can get a replacement from the program coordinator. A $20 nonrefundable fee will be placed on your student account when a replacement card is issued to you.

Students are warned that the alteration or forgery of any information contained on a CIA-issued ID card, or of the card itself, is a serious violation of the Student Code of Conduct. You are not permitted to give your identification card to anyone under any circumstances.

Outside Employment
If you accept part-time or occasional employment to perform culinary services for outside organizations, you do so as a private individual and not as an agent of The Culinary Institute of America. Any request from an outside organization for services intended to represent the CIA or on behalf of the college must be authorized by the vice president of admissions and marketing at the main campus. In all cases, the CIA reserves the right to control the use of its name in connection with any services performed by its authorized agents.

Photography, Videos, and Intellectual Property
Periodically, photographers and videographers will be on campus to take photographs that may be used in CIA advertising, in publications, or on our website. As a condition of your enrollment, you grant The Culinary Institute of America the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of college-related photographs, videotapes, or other electronic media that include your image or your participation in classes for use in promoting, publicizing, or explaining the college and its activities. If you do not wish to have your image or class projects used by the CIA in this way, please see the student services coordinator.

Also, you are not allowed to use any intellectual property of The Culinary Institute of America (including, but not limited to, CIA photography, videos, and logos) without the permission of the director of creative services at the Hyde Park campus (845-451-1488).
PROPERTY INSURANCE
The CIA does not carry insurance covering the loss of, theft of, or damage to your personal property. Consult your family insurance agent for information on obtaining this coverage.

REQUIRED INFORMATION
All CIA correspondence is sent to your CIA e-mail address.

Students must provide the student services manager with the following information: permanent address and current phone number, emergency address and current phone number, and a local address. Everyone must supply a current cell phone number (or a land line) at which they can be reached. Each semester, it is your responsibility to update this information with the student services manager.

RESTAURANT
NAO: NEW WORLD FLAVORS
NAO restaurant is dedicated to the exploration, preservation, and celebration of the authentic cuisines, cultures, and bounty of Latin America. Unique flavors, inspired by iconic ingredients and indigenous preparations, are presented in a contemporary style. Distinctive and exciting cocktails complement the cuisine. And an extensive wine list rounds out the experience in this modern and dramatic setting.

DISCOUNTS AND RESERVATIONS
All students are entitled to a 10% discount for themselves and three guests at NAO. Call 210-554-6484 to make your reservation.

SERVICE CHARGE
A key component of the education process at the CIA is learning how to deliver outstanding service. As an enrolled student in a restaurant class or as a student worker in a restaurant at The Culinary Institute of America, you are not permitted to accept tips. This is in accordance with IRS regulations and the CIA Student Code of Conduct (see page 53, section 7). If you are registered for a restaurant class and are found to be taking a tip in that class, you will fail the class. If you are an employed student working in a restaurant and are found to be taking a tip, you will lose your privilege to work on campus for the remainder of your stay at the college. The CIA’s adherence of this no-tipping policy as a campus-wide directive allows for the best possible customer service at all times.

In light of this policy, and to keep your experience focused on education, we have included a 17% service charge on each restaurant check. All monies from the service charge are returned to students through scholarships, support of student activities, and the purchase of graduation jackets.

REQUIRED INFORMATION
All CIA correspondence is sent to your CIA e-mail address.

Students must provide Student Financial and Registration Services with the following information: permanent address and current phone number, emergency address and phone number, and—if you are living off campus—a local address. Everyone must supply a current cell phone number (or land line) at which they can be reached. Each semester, it is your responsibility to update this information.

TELEPHONE MESSAGES
We strongly suggest you let your family and friends know your cell phone number. The CIA isn’t equipped to handle a large volume of telephone messages, so only your emergency calls will be taken through the switchboard.
STUDENT CODE OF CONDUCT
The Student Code of Conduct promotes the necessary order, safety, and security of the CIA community and safeguards the individual and collective rights of everyone on campus. Actions by individuals or groups that interfere with the orderly functions of the CIA or actions that endanger any member of the community will not be tolerated. You have the right to conduct your personal life and behave as you wish, as long as you don’t interfere with the rights of others or the educational process.

ARTICLE I: JUDICIAL AUTHORITY
A. Any member of the CIA community may report violations of the code directly to the director of education or to any appropriate faculty or staff member. Violations of the code will also be considered when information is provided from one who is not a member of the college community.
B. The managing director, director of education, or the appointed designee has the judicial authority to assess penalties and sanctions in accordance with Article III, Section B. Reported violations may be referred to other individuals or offices for resolution.
C. Appeal: See Article III, Section A (3).

Note: Violations involving harassment, discrimination, or sexual misconduct must follow the process outlined in the Harassment, Sexual Misconduct, and Discrimination Policy to address, adjudicate, and appeal such violations. (see page 87).

ARTICLE II: JURISDICTION AND PROSCRIBED CONDUCT
A. JURISDICTION OF THE CIA
Unless otherwise specified in the CIA’s written regulations, CIA jurisdiction and discipline is limited to conduct on the premises, conduct during CIA-sponsored field trips or off-campus educational activities, conduct during externship or intersession periods, or conduct which adversely affects the college community and/or the pursuit of its objectives. Arrest for criminal activity off campus may also affect a student’s status.

B. CONDUCT: RULES AND REGULATIONS
Violations of the code include, but are not limited to, the behavior outlined below. The administration may, at its discretion, bring charges against any student who conducts himself or herself in violation of the CIA’s rules or regulations. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III:

Section 1. Verbal or physical conduct or any form of retaliation that threatens or endangers the health or safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others.

Section 2. Illegal or unauthorized possession or use of any type of firearms, including but not limited to BB or other pellet/air guns, paint guns, explosive fireworks, martial arts weapons, combustibles, open flames, or knives (except for small pocket knives and knives specifically required by the CIA for laboratory classes) or the possession of any other weapon or instrument which could be used to inflict injury, or which might cause a person to believe he or she may be in danger of being harmed.

Section 3. The possession, solicitation, sale, distribution, or use of any illegal drugs or substances on the CIA campus, even in cases where a student may have a medical prescription for the use of such drugs or substances; the possession of drug-related paraphernalia (e.g., bongs, pipes, syringes) or the use of hookahs; the use of legal substances in an illegal manner; being in the presence of anyone using illegal drugs or legal substances in an illegal manner.

Section 4. Behavior, on or off campus, which would tend to damage the reputation of the CIA or its students, or which would tend to cause any injury or hardship to anyone. This includes, but is not limited to, non-payment of bills, writing checks with insufficient funds, providing misleading information, or misrepresentation of student status.

Section 5. Attempted or actual theft of CIA property or property of a member of the college or local community. This includes theft of services or unauthorized use of CIA property, equipment, facilities, or services.

Section 6. Vandalism, defacement, damage to, or careless use of any part of Culinary Institute premises or the personal property of any member of the college community.

Section 7. Violations of any federal, state, or local law or regulation, such as students working in CIA restaurants accepting tips, or students convicted of driving while intoxicated (DWI). These may result in prosecution and sanctions by civil authorities. However, violations that adversely affect the interests and reputation of the CIA may result in disciplinary action being taken against any student by the college itself, independently of civil authorities. (Please refer to page 56, C, for additional information.)
Section 8. Violation of the campus alcohol policy, including, but not limited to, the following:
   a. Consuming alcohol in a public or communal area (e.g., parking lots, kitchens, alcohol-free CIA-sponsored events, etc.)
   b. Providing minors with alcohol
   c. Consumption of alcohol by a minor
   d. Possession of alcohol by a minor (includes possession of empty containers of alcohol and brands of “low/no” alcohol malt or wine beverages)
   e. Engaging in inappropriate behavior involving alcohol
   f. Possession of, or being in the presence of, a beer keg/tap system, or beer games (e.g., beer pong, flip cup, funneling)

Section 9. Tampering with or damaging any mechanism that is part of the fire alarm or fire suppression system (fire extinguisher, smoke detector, sprinkler, etc.), including willfully, or through negligence, causing a fire alarm to sound, or failing to evacuate the building when an alarm sounds. The violations listed above are very serious, potentially endangering all campus residents. Thus, sanctions can include fines as high as $2,000, dismissal from the college, and additional arrest, prosecution, and possible imprisonment by civil authorities.

Section 10. Furnishing false information to the CIA or making false statements or false reports to CIA officials; engaging in forgery, alteration, or improper use of any CIA record, key(s), identification card, or other document; withholding information a student knew or reasonably should have known to disclose to the college; or information which has been requested by a member of the CIA community who is authorized to request such information. The use of false identification is a crime under state law.

Section 11. Failure to comply with directions of, or interference with, any CIA official, faculty, or staff member, including the failure to properly identify oneself or to produce an identification card when requested to do so.

Section 12. Violations of the Professionalism, Uniform, and Hygiene Policy. (Please refer to the CIA Academic Catalog for additional information.)

Section 13. Unprofessional conduct, including, but not limited to, the use of foul language, insulting behavior, or other personal conduct (including spitting in public areas, or discarding cigarette butts or litter on the ground or otherwise not in proper receptacles) which would tend to demean the reputation of CIA students, staff, faculty, visitors, or guests; failure to honor part-time or volunteer work commitments to CIA offices or to attend scheduled job interviews arranged through the Office of Career Services.

Section 14. Participation in a campus activity or demonstration which disrupts the normal operations of the CIA and infringes upon the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus. An attempt to make a change to a campus policy or practice via petition is not permitted.

Section 15. Theft or other abuse of computer time or phone service including, but not limited to, the following:
   a. Unauthorized entry into a file for any purpose, including to use, read, or change its contents
   b. Unauthorized transfer of a file
   c. Unauthorized use of another person’s identity and/or password
   d. Use of computing facilities to interfere with the work of another student, faculty member, or college official
   e. Use of computers or personal electronic devices to send inappropriate messages
   f. Use of computing facilities to interfere with normal operation of the CIA computing system
   g. Fraudulent use of phone service
   h. Improper use of personal access code number

Section 16. Tampering with, damaging, or compromising any equipment that is part of the door access system or campus surveillance system (doors, card readers, locks, closed-circuit TV cameras, etc.). These systems are in place to help protect the safety and security of all students. This includes, but is not limited to, the following:
   a. Improper entry into a building without permission, or without using properly issued keys or ID card access
   b. Improper use of an access card (your own or one belonging to another person)
   c. Propping open a door to prevent it from closing and/or locking properly
   d. Forcing open a door or window through any means other than through proper use of a door access card or key
   e. “Piggybacking”—entering a building by waiting for someone else to enter or exit, without using your own access card or key, or because you do not have access privileges
The college considers the above to be the equivalent of “breaking and entering” as defined in most criminal codes. Violations of any of the above are very serious, and may result in fines up to $2,000, dismissal from the college, and arrest and prosecution by civil authorities.

Section 17. Abuse of the judicial system including, but not limited to, the following:

a. Failure to obey the summons of the Judiciary Board or a CIA official
b. Falsification, distortion, or misrepresentation of information before the Judiciary Board
c. Disruption or interference with the orderly conduct of a judicial proceeding
d. Initiating a judicial proceeding when you know there is no cause to do so
e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system
f. Attempting to influence the impartiality of a member of the Judiciary Board prior to, and/or during, the course of the judiciary proceeding
g. Engaging in inappropriate verbal or physical conduct towards a member of the Judiciary Board prior to, during, and/or after a judicial proceeding
h. Failure to comply with the sanction(s) imposed under this code
i. Actually influencing or attempting to influence another person to commit an abuse of the judicial system

C. VIOLATIONS OF LAW AND CIA DISCIPLINE

1. If a student is charged with an off-campus violation of a federal, state, or local law or regulation, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates a disregard for the college or local community.

2. The CIA’s disciplinary proceedings may be instituted against a student charged with violation of a law or regulation that is also a violation of this code. Proceedings under this code may be carried out prior to, simultaneously with, or following any civil or criminal proceedings on campus.

3. When a student is charged by federal, state, or local authorities with a violation of law, the CIA will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial board under this code, however, the college may advise off-campus authorities of the existence of this code and of how such matters will be handled within the CIA community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate. The CIA reserves the right to defer or pursue any disciplinary proceeding during a related criminal or administrative proceeding.

ARTICLE III: JUDICIAL POLICIES

A. CHARGES AND HEARINGS

1. Any member of the CIA community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the managing director or the director of education. Any charge should be submitted within 30 days of the realization and/or discovery of the alleged violation, exclusive of holidays. This time limit does not include charges as a result of criminal acts that involve off-campus law enforcement authorities or if existing laws prohibit this time limit.

2. The managing director or director of education will direct an investigation along with other college professional staff members to determine whether the charges merit sanctions, or if the matter may be resolved by other means. The judgment of violations is rendered on the basis of common sense, where a reasonable belief exists that a violation has occurred and is deemed sufficient to issue sanctions. If this is found to be the case, either one of the deans or his or her designee will issue a judgment and a penalty. The college does not operate under the auspices of “beyond a reasonable doubt.” This legal precept is reserved for the criminal courts of the local, state, and federal judicial systems. No college official can promise you that discipline will be overlooked if you cooperate with the official or provide any additional information when asked. Cooperation from students is expected, but disciplinary sanctions are always consistent according to the particular violation. All decisions related to a charge or charges against a student will be presented to the accused student in writing.

3. Appeals

   a. A decision reached by the dean may be appealed to the Judiciary Board by adjudged student(s) or complainant(s) within three weekdays, exclusive of holidays, of the issuance of the decision. Such appeals will be in writing and will be delivered to the chief justice or his/her designee.

   b. The chief justice of the Judiciary Board will decide whether an appeal hearing will be granted. If the appeal is not granted, the student can take no further action to overturn the director’s decision unless the
sanction includes suspension or dismissal from the college. In such cases only, the student may file a written appeal of the Board’s recommendation to the managing director, the final step in the appeal process.

c. There are four independent qualifying bases upon which an appeal hearing will be granted by the Judiciary Board. The Board will decide whether or not one or more of these criteria have been met:

i. The decision reached regarding the adjudged student was based on substantial evidence, that is, whether the facts of the case were sufficient to establish that a violation of this code occurred and the adjudged student committed the violation.

ii. The sanction(s) imposed was appropriate for the violation of this code the student was found to have committed.

iii. The procedures were properly followed.

iv. New evidence is available to alter the original determination.

d. If an appeal hearing is granted, a date and time will be set by the chief justice of the Judiciary Board.

e. Written warnings and administratively issued demerits for not completing a required educational program cannot be appealed.

4. The Judiciary Board is empowered to recommend to the directors the elimination or alteration of the penalties or sanctions previously decided. The directors will review the recommendations made by the Board and either uphold the sanctions or make changes. If necessary, a copy of the amended sanctions will be sent to the student appellant within a few days after the hearing.

5. Hearings will be conducted by the Judiciary Board according to the following guidelines:

a. Unless otherwise provided in this code, hearings will be conducted in private. No one outside the board, with the exception of the CIA administration, will be allowed to be present at the hearing without the consent of the chief justice. No one may inspect the records of the board without permission from the chief justice.

b. In hearings involving more than one adjudged student, the chief justice, at his or her discretion, may permit the hearings concerning each of the students to be conducted separately.

c. The adjudged may have access to evidence that supports the charges and director’s decision.

d. The adjudged has the right to be assisted by an advisor, at his or her own expense.

The adjudged is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearings before the college’s Judiciary Board. Attorneys are permitted to serve in the role of an advisor only in instances where a criminal charge has been filed against the accused student.

e. The adjudged will have the opportunity to challenge any one judge whom he or she believes may be prejudiced about his or her case.

f. The adjudged will have the right to present witnesses, subject to the right of the cross examination by the Judiciary Board.

g. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judiciary Board at the discretion of the chief justice.

h. All procedural questions are subject to the final decision of the chief justice.

i. After the hearing, the Judiciary Board will determine, by majority vote, whether the student has violated the section(s) of this code the student was adjudged to have violated.

j. The Judiciary Board's determination will be made on the basis of whether it is more likely than not that the adjudged student violated this code.

6. There will be a single verbatim record, such as a tape recording, of all hearings before the Judiciary Board. The record will be the property of The Culinary Institute of America.

7. Students will be notified of the date, time, and place of their scheduled hearing. If the student fails to appear, the evidence in support of the charge(s) will be presented, considered, and adjudicated in the student’s absence.

B. SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated this code. Any combination of sanctions listed in this section may be imposed for any single violation.

a. **Warning:** A notice in writing informing the student that he or she is violating or has violated college regulations, and warning that repeat violations will result in more severe disciplinary sanctions. A verbal warning may occasionally be given to allow a student to correct a violation in a timely manner.

b. **Demerits:** One to 10 demerits may be assessed for verified violations of this code. An accumulation of 10 demerits may result in suspension or dismissal from the CIA. Demerits may disqualify a student from participating in the Manager-in-Training (MIT) Program or holding certain student offices.
c. **Probation:** Probation for a designated time may be assigned. Probation may include certain specific directives that the student is instructed to follow, a warning that additional sanctions may be assigned for further violations, and a signed behavioral contract agreement.

d. **Loss of Privileges:** Denial of specified privileges for a designated period of time. This includes, but is not limited to, any and all privileges pertaining to operating and parking motor vehicles, student employment, or use of any campus facility or service.

e. **Fines:** Fines may be assessed. The amount will reflect the degree of seriousness of the violation. All fines are considered legitimate debts to the CIA, and non-payment may result in any of the stated penalties, prevention from continuation in classes, and/or prevention from attending the graduation ceremony, receiving of the diploma, and receiving copies of student transcripts and records. Fines are usually given in addition to demerits during the student’s last nine weeks at the college.

f. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

g. **Community Service:** Work assignments, providing a useful service to the CIA campus community for a specified number of hours.

h. **Completion of an Alcohol Education or Rehabilitation Program:** Successful completion of an approved alcohol or substance abuse rehabilitation or educational program may be required as a condition for continued matriculation if the violation(s) involves alcohol, illegal drugs, or the abuse or misuse of any legal drugs. This may include required drug testing by the treatment facility or the college.

i. **Required Assessment or Educational Sessions:** A completed assessment or educational session by a licensed counselor or medical doctor may be required for students exhibiting behavioral concerns that compromise the safety of oneself or others.

j. **Involuntary Leave of Absence:** Significant concerns regarding health and wellness may require the college to place a student on an involuntary leave of absence until said concern is addressed.

k. **Suspension:** Suspension from the CIA is often for 15 weeks to one year, but may be for lesser or greater periods of time. Suspension may take effect immediately upon the director’s decision, and includes suspension from classes, residence halls, and all campus visitations, unless specifically authorized. Any student arrested by the civil authorities and charged with a felony may be immediately suspended from classes, pending further decision by the directors. Suspensions may result in the same loss of privileges as listed under Article III, Section B (1)(b): “Demerits”.

l. **Dismissal:** Permanent separation of the student from the CIA.

m. **No Contact Orders:** No Contact Orders (NCOs) are temporary directives issued by the Student Affairs Office prohibiting communication between or among designated students when, in the judgment of the CIA, there is reason to believe that an order would be in the best interest of all parties. NCOs prohibit all forms of communication between students: direct or indirect, written, electronic, or through a third party. NCOs are not similar to court-imposed restraining orders and do not guarantee that designated parties will avoid sightings or interactions in class, on the campus, or in the local community. In some circumstances, an NCO may restrict a student from parts of the campus where he/she would not have to engage in required academic activities.

2. Following are those sanctions that may be imposed upon groups or organizations:

   a. Those sanctions which are listed above in Article III, Section B (1) (a–m)

   b. **Deactivation:** loss of all privileges, including CIA recognition, for a specified period of time

3. **NOTE:** Other than suspension or dismissal from the CIA, disciplinary sanctions will not be made part of the student’s permanent academic record. All disciplinary sanctions, however, are a part of the student’s confidential record maintained in the Student Affairs Office. After a period of five years from the student’s date of last enrollment in any degree program, all sanctions—except dismissal from campus housing, suspension, and dismissal from the college—are removed from the confidential record.

C. **IMMEDIATE SUSPENSION OR DISMISSAL**

Under the following circumstances, the managing director, director of education, or a designee may impose a CIA suspension or dismissal.

1. Immediate suspension or dismissal may be imposed only:

   a. To ensure the safety and well-being of members of the college community or preservation of property

   b. To ensure the student’s own physical or emotional safety and well-being

   c. If the student poses a definite threat of disruption of, or interference with, the normal operations of the college

2. During the suspension or dismissal, students will be denied access to the campus (including classes) and/or all other CIA activities or privileges for
which the student might otherwise be eligible, as one of the deans may determine to be appropriate.

ARTICLE IV: INTERPRETATION AND REVISION
A. Any questions of interpretation regarding this code will be referred to the managing director, director of education, or his/her designee for final determination.
B. This code of conduct will be reviewed from time to time under the direction of the managing director, director of education, or his/her designee.

STUDENT RIGHTS
At The Culinary Institute of America, it is our goal and duty to create a welcoming, tolerant campus that’s free of bias and discrimination while fostering respect and consideration. Our students can only grow in an environment that encourages freedom of expression with responsibility and embraces all cultures while celebrating the uniqueness of each individual. This section outlines ways you can protect your rights and help us maintain an enriching campus experience for all students.

STUDENTS’ BILL OF RIGHTS AND RESPONSIBILITIES
In order to protect the educational integrity of the CIA student experience, and ensure a positive living and learning environment, all CIA students have the following rights and responsibilities. The CIA Student Government Association and college administration have both pledged to review this document annually.

1. Students have the right to choose a major and receive courses that satisfy their educational goals.
2. Students have the right to be treated in a respectful and professional manner in all forms of communication and interaction with college personnel.
3. Students have the right to receive information making them aware of opportunities for personal and academic growth within the CIA.
4. Students have the right to never be graded on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under the law.
5. Students have the right to learn in an environment free from political, religious, and anti-religious influences, although understanding that the college encourages appropriate discourse on such matters as a function of its efforts to promote diversity, knowledge, tolerance, and community responsibility.
6. Students have the right to be exposed to differing points of view within our industry, including topics that might be currently controversial and/or reflect other practical methodologies.
7. Students have the right to view their subsequent semester schedules online during the preceding semester.
8. Students have the right to be represented by a democratically elected Student Government Association. Furthermore, students have the right
to run for offices for which they are eligible on the Student Government Association without discrimination based on age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under federal or state law.

9. Students have the right to have appropriate issues, questions, and concerns addressed through the Student Government Association. Through SGA’s regularly scheduled open/public meetings, appropriate concerns may be brought to the college’s administration for review and consideration. Furthermore, students have the right to be informed on policy changes that involve the student body.

10. Students have the right to initiate, organize, or join any club, organization, or campus activity, within guidelines established by the college, without discrimination towards age, color, creed, disability, marital status, veteran status, national origin, race, sex, sexual orientation, or any protected group or classification under federal or state law. If necessary, hosts of such events will make reasonable accommodations to include all students.

11. Students have the right to an appeal process for judiciary and academic issues as outlined within the Student Handbook.

12. Students have the right to request and receive accurate information regarding their financial obligations to the college. Students shall be provided with a payment policy that is clear and readily accessible through the Student Handbook and CIA Main Menu, the student web portal.

13. Students have the right to expect that the college will strive to provide a safe campus community; participating and sharing in this responsibility by observing and practicing appropriate behavior.

14. Students have the right to express differences of opinion both inside and outside of the classroom, while acknowledging their responsibility to do so with civility and respect.

15. Students have the responsibility to be respectful of all others in the college community, including guests and visitors, and to conduct themselves in a professional manner.

16. Students have the responsibility to be respectful of the college’s property and the personal property of all members of the college community.

17. Students have the responsibility to recognize that student actions, both on and off campus, reflect upon the individuals involved and upon the entire college community.

18. Students have the responsibility to recognize the college’s obligation to provide an educational atmosphere both inside and outside of the classroom.

19. Students have the responsibility to be fully acquainted with the published college student rules and expectations, and to comply with them and the laws of the land.

**CAMPUS CLIMATE**

The Culinary Institute of America, with its emphasis on cuisines and culinary traditions from around the world, values the diversity of its students and is committed to providing an encouraging campus and classroom atmosphere that inspires the participation of all students. We encourage positive interaction among faculty, staff, and students that embraces all individuals. Our posture is to celebrate the differences students bring to campus. Only with this diversity of knowledge and people can we effectively address the challenges of an increasingly multi-cultural society and the ever-growing foodservice and hospitality industry.

It is the responsibility of faculty and staff members to review their classroom and campus behaviors, and those of any staff they supervise, to ensure that students are treated equitably, encouraged, and valued regardless of individual differences.

**STUDENT QUESTIONS**

Many times when you have a question, you can resolve it on your own by speaking with the party involved. If, however, after speaking with the student or employee about your question, you do not feel the matter is addressed, you may see the following college officials:

**CURRICULUM AND FACULTY QUESTIONS**
- Director—Education

**FINANCIAL QUESTIONS**
- Director—Student Financial and Registration Services in Hyde Park, NY

**REGISTRATION AND COURSE SCHEDULING QUESTIONS**
- Student Financial and Registration Services in Hyde Park, NY
- Student Services Manager

**GENERAL STUDENT QUESTIONS**
- Director—Education
- Associate Vice President and Dean—Student Affairs in Hyde Park, NY
For information on the Program Integrity Rule, please see the CIA Academic Catalog or visit the Consumer Information page at www.ciachef.edu.

STUDENT COMPLAINTS

NOTICE FROM THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Overview
The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110–1.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education’s “Program Integrity” regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that the THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to Submit a Student Complaint
After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with the THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Facsimile transmissions of the forms are not accepted.

All submitted complaints must include: a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are set forth below, under “Links.”

The following forms are required to start the complaint process:
- THECB Student Complaint Form—required
- FERPA Consent and Release Form—required
- THECB Consent and Agreement Form—required
- Authorization to Disclose Medical Record Information—required only if a disability is alleged.

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant’s exhaustion of the institution’s grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student’s last date of attendance at the institution, or within six months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant’s exhaustion of the institution’s grievance procedures.

Links
Go to the following link for THECB’s Student Complaint page:
http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Go to the following link to review Title 19 of the Texas Administrative Code, Section 1.110–1.120.

Notice from the Texas Workforce Commission
In accordance with the Texas Workforce Commission’s (TWC) Career Schools and Colleges requirements governing all licensed schools, The Culinary Institute of America is providing students in the degree programs at the San Antonio campus the following notice regarding TWC’s Student Complaint, Cancellation, and Refund Policies.

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S2775.

The school’s programs are approved by TWC. The degree programs are authorized by the Texas Higher Education Coordinating Board. The school is also accredited by the Middle States Commission on Higher Education.

Students must address their concerns about this school or any of its educational programs by following the grievance policy outlined in the school’s catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school’s grievance procedures and for describing these procedures in the school’s published catalog. If, as a student, you were not provided with this information, please inform the director—education at the San Antonio campus.

Students dissatisfied with this school’s response to their complaint, or who are not able to file a complaint with the school, can file a formal complaint...
with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC’s Career Schools and Colleges website at http://csc.twc.state.tx.us/. In accordance with the Texas Higher Education Coordinating Board (THECB), The Culinary Institute of America provides students in the degree programs at the San Antonio campus the following notice regarding the THECB’s Student Complaint procedures.

STUDENT POLICIES
This section will help you become familiar with CIA San Antonio policies and regulations governing student life. You have the right to an enjoyable and productive experience at the college, and these policies and regulations help protect that right.

ALCOHOL AND DRUG POLICIES

PURPOSE
The Culinary Institute of America is committed to the prevention of alcohol and drug abuse. In addition, the CIA is committed to supporting and adhering to local, state, and federal laws regarding alcohol consumption and the prohibition on the use of illicit or controlled drugs and other substances.

POLICY STATEMENT
The CIA is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances.

The CIA prohibits:

• The unlawful use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any non-prescription drugs or controlled substances on its owned, operated, or controlled property or any other location
• Possession of drug paraphernalia
• The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages
• Unlawful behaviors involving alcohol, drugs, or controlled substances, including but not limited to underage drinking, public intoxication that impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, and using false identification
• The unlawful use, purchase, and distribution of medication, including but not limited to prescription and over-the-counter medications
• The reckless or intentional acts that endanger mental or physical health or conduct that creates a substantial risk of injury to a person in the course of initiation or affiliation with any organization, club, or institution
• Any activities involving the forced consumption of alcohol or drugs, including activities encouraging consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time
The CIA imposes sanctions for illegal alcohol or drug use and violation of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

**Alcohol Policy**

The CIA takes seriously the problems which commonly arise from alcohol misuse and has implemented an alcohol consumption policy. It is our goal to continually reinforce responsible alcohol consumption through educational, counseling, and rehabilitative programs.

Alcohol addiction, disruptive and destructive behavior, and the destruction of individual health and talents are dangers which require recognition and prevention.

The CIA’s alcohol consumption policy is based on the following underlying beliefs:

1. Whether you use alcoholic beverages is your decision. The alcohol consumption policy encourages responsible consumption by students of legal age who choose to use alcohol. The policy also respects the decisions of everyone who chooses to abstain.

2. The CIA’s mission is twofold: to provide the highest quality culinary education in the world and to create an environment conducive to professional and social growth. Drinking patterns which interfere with these goals are unacceptable and will result in disciplinary action.

The CIA supports, and is subject to, the laws of the city of San Antonio, Bexar County, and the State of Texas. All college policies and procedures must conform to local and state laws governing the service and consumption of alcohol and the use and possession of illegal substances.

**General Rules Governing Campus Alcohol Use**

**Underage Consumption of Alcohol**

Texas state law and the campus alcohol policy limit possession and consumption to those students 21 years of age or older.

1. You may not give alcoholic beverages to anyone under the legal drinking age. This includes purchasing alcoholic beverages for underage students, or in any way allowing them to take, have, or help themselves to alcoholic beverages.

2. You cannot engage in any public consumption of alcoholic beverages in or on CIA-owned facilities or properties. The exceptions to this regulation are when consumption is part of the legal, accepted course work within the college’s classrooms and laboratories and during approved school functions.

3. Open containers of any alcoholic beverage are prohibited in any indoor or outdoor public area of the CIA, including but not limited to parking areas; athletic fields; gazebos; outdoor patios; sidewalks and walkways; or residence hall corridors, lounges, meeting/study rooms, laundry rooms, and kitchen areas.

4. Beer kegs are not permitted anywhere on campus except in approved campus restaurants. Possession of a keg will result in the assessment of nine demerits. Excessive amounts of alcohol are not permitted in residence hall rooms or at informal gatherings. The limit in any student room on campus is twelve 12-ounce containers of beer or pre-mixed beverage alcohol, two 750 ml bottles of wine, or one-fifth of distilled alcohol per resident who is at least 21 years of age. Alcohol present or stored in the common areas of the suites in the lodges or in the common areas in a townhouse is limited to twenty four 12-ounce containers of beer or pre-mixed beverage alcohol, four 750 ml bottles of wine, or one-fifth of distilled spirits. Guests may not bring additional amounts. Possession of excessive amounts of alcohol will result in beverage confiscation, fines, and demerits, with penalties increasing for repeated offenses.

5. Beer or other alcohol-related drinking games (i.e., beer pong, funneling, and flip cups) are strictly prohibited. Also prohibited are “all-you-can-drink” activities.

6. Any member of the CIA administration can terminate an activity involving alcohol in your room at any time.

7. If you are in possession of any alcohol in violation of the campus Alcohol Policy, it will be confiscated and disposed of by residence directors, resident assistants, safety officers, and/or any other designated CIA staff. Confiscation of alcohol may take place under the following conditions:
   a. If you’re under the Texas State legal drinking age of 21 years.
   b. If you’re endangering yourself by continuing to possess or consume alcohol, even if you’re of legal drinking age.
   c. If you possess an open container or consume alcohol in a public area such as a corridor, lounge, stairwell, bathroom, or any other public area on campus.
d. If you are 21 or older and have any open container(s) of alcohol in a residence hall room where a minor is present. The only exception is when the minor is your roommate, and you are the only two people in the room.
e. If you are in possession of amounts greater than those previously specified in number 4.
f. If alcohol is present when other conduct code violations are in effect, it may be confiscated and disposed of.

8. You are prohibited from providing any identification or evidence of age that is false, fraudulent, or not actually your own, for any purpose including that of obtaining alcohol.

9. If a student is deemed by college officials to need transport to a hospital due to alcohol consumption, it will result in six demerits, entry into an alcohol education program, and/or parental notification.

Approved Functions and Restaurants

1. To serve alcoholic beverages at functions which involve students, you must get permission from the director of education or the operations manager.

2. You must limit the quantities of alcohol you serve to a specific amount, at the discretion of the office authorizing the function.

3. You’re not permitted to consume alcoholic beverages while wearing a chef’s or table service uniform (except in approved classes).

4. You’ll be required to carry your student ID card with you at all locations and functions where alcohol is being served. If you’re under 21 years old, you won’t be permitted to order, purchase, or consume alcoholic beverages. At certain functions, as determined by the supervisor(s) of the event, you may not be permitted to enter the function area if you’re underage.

5. If you attempt to misrepresent your true age in any way for the purpose of entering a function or to obtain alcoholic beverages, you’ll be subject to disciplinary action and/or civil prosecution.

6. If you appear intoxicated, as determined by the supervising staff, you will not be permitted into the location or function.

7. The possession and consumption of alcohol will be limited to beverages sold or served at the approved event or location. You can’t bring additional alcoholic beverages to, or take alcohol from, these areas.

8. Supervising CIA administration members must be present for the full duration of any student function where alcohol is served.

Use Of CIA Vehicles

Students who are authorized drivers of CIA vehicles are prohibited from being under the influence of drugs or alcohol while operating these vehicles. The CIA reserves the right to test students for the use of drugs or alcohol following any accident in which they are in a CIA vehicle. The use of drugs or alcohol while operating a CIA vehicle will result in immediate suspension of the driver’s ability to operate these vehicles, in addition to penalties for policy violations as specified in Section 1, page 74.

Illegal Drugs And Substances: Policies

The Culinary Institute of America, in accordance with state and federal legislation, has developed policies and guidelines to deal with the possession, use, solicitation, sale, distribution, or being in the presence of illegal drugs and substances. Any such activity is absolutely prohibited on campus or at any CIA-controlled events.

Drug-free Campus Policy: The CIA implemented this policy in response to feedback from our students and the foodservice and hospitality industry. The college will not tolerate the possession, use, or sale of controlled substances. The intent of this policy is to promote an academically and personally supportive environment for our students that is consistent with the mission of the college. Students who violate this drug policy will be subject to immediate suspension:

First offense: 15 weeks; First offense (hard drugs deemed potentially more potent than marijuana): six months; Second offense: Two years. Suspended students will not be eligible to reside on campus upon return to classes.

Any student requiring medical treatment for a drug overdose may be prevented from continuing classes by the CIA pending further evaluation and treatment that may involve an extended leave of absence.

If the college determines that a student has been involved in the sale of illegal drugs, that student will be dismissed.

No one may use, possess, sell, distribute, or be in the presence of illegal drugs or substances, or drug paraphernalia anywhere on CIA grounds or at college-sponsored events on or off campus. Students who are arrested by civil authorities for illegal drug use or possession, or who fail drug tests for externship or other employment, will also be subject to CIA sanctions. Throughout this policy, the term “other substances” refers to illegal substances including, but not limited to, marijuana, cocaine, LSD, PCP, amphetamines, heroin, lookalikes, and any substances commonly referred to as “designer” or “synthetic” drugs. The inappropriate use of prescription
Anyone under 21 who possesses any alcoholic beverage with the intent to consume such beverage is subject to a fine.

Controlled Substances:
- Texas State Penal Laws that are directly aimed at unlawful traffic in mind-affecting drugs will be enforced. These articles set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug or amount held or sold.

It's important to be aware that under the Penal Law, a gift of drugs, including marijuana, is treated as a sale.

3. Health Risks
- Alcohol alters judgment, vision, speech, and coordination, and can cause long-term damage to the liver. It severely impairs your ability to function and is a primary cause of vehicular accidents. Binge drinking can lead to alcohol poisoning or death.
- Marijuana contains THC, a psychoactive chemical which alters the sensory activities of the brain, including long-term damage to memory capabilities. Inhaling marijuana smoke can cause lung cancer, and chronic use can adversely affect reproductive ability in women.
- Cocaine and crack are highly addictive and can lead to heart attacks, strokes, and long-term brain damage.
- Ecstasy and designer drugs can lead to short-term memory loss, seizures, paranoia, aggression, or even death.
- Alcohol and drug use increase the risk of sexual assault and other violence.

4. Alcohol/Substance Abuse Counseling and Assistance
Use of alcohol or other substances may be the way one has learned to cope with personal stress. Yet, students may experience decreased academic performance, relationship dissatisfaction, health concerns, anxiety, and other negative side effects from the misuse of alcohol and other drugs.

Counseling can provide a confidential assessment to better understand patterns of use and the role alcohol or drugs are playing in your life. Therapists can assist you with planning a broad approach to deal with substance misuse and related personal matters. Counseling can also help students who have been affected by a family member's or friend's alcohol or drug use. Please see Counseling and Mental Health Resources on page 29.
An employee or student may remove certain CIA-owned property, equipment, or other goods from a kitchen or the CIA premises only with a proof of purchase or appropriately signed CIA Property Pass or CIA Education Food Pass.

Certain items owned by the CIA may not be approved for removal from any CIA premises. These items include but are not limited to raw food products, ingredients, supplies, and alcohol.

Gifts, other items, or products received from business contacts, sponsors, or vendors (regardless if they are currently doing business with the college) are the property of the CIA and may not be approved for removal from CIA premises in accordance with this policy. Promotional gift items of a nominal value (t-shirts, ball caps, pens, etc.) may be removed from campus and are not subject to the controls of this policy.

For further information, see the CIA’s Property Pass Policy on CIA Main Menu at https://ciamainmenu.culinary.edu/student. Just “search” the policy name.

SMOKING POLICY
Texas State health and fire safety laws—as well as campus regulations—prohibit smoking (including the use of electronic cigarettes) in all indoor areas, common areas, and outdoor areas not specifically designated for smoking. Smokers are asked to use the outdoor location and cigarette receptacles specifically designated for smoking. In the spirit of hospitality and concern for the comfort of all who study and work at the CIA, smoking is permitted in the rear area of the Student Services Center in the designated area only.

Violations of state and campus regulations governing smoking will result in warnings, fines, and/or other disciplinary sanctions.

FINES AND APPEALS PROCEDURE FOR SMOKING POLICY
Any student who is seen smoking in a smoke-free area will be given a verbal warning or issued a fine. Fines are $10 for a first offense, $25 for a second offense, and $50 for a third offense. The fines will be added to the violator’s student account. The student services coordinator will notify the offender of the amount of the fine and of the appeal procedure by letter. The offender will then have three days to appeal the fine.

All collected fines benefit the Student Activities Fund.

The full Smoking and Tobacco Policy can be found on CIA Main Menu at https://ciamainmenu.culinary.edu/student. Just “search” the policy name.
SOCIAL MEDIA
Although the college does not monitor Facebook or other social media sites for content, violations of the Student Code of Conduct or illegal activities through the use of these sites are grounds for disciplinary action by the college as well as possible criminal prosecution.

STUDENT COMPUTER AND NETWORK USAGE POLICY

PURPOSE
This is a college-wide policy adopted by The Culinary Institute of America (CIA) to allow for the proper use and management of all CIA computing and network resources. These guidelines pertain to all CIA campuses regardless of the networks or systems operated.

The CIA grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws. Appropriate use should always be legal, ethical, and consistent with the CIA’s mission.

Users must realize that providing access is a privilege provided by the CIA and should be treated as such. Enforcement of established rules will help provide a benefit to all users.

The Information Technology (IT) Department views the CIA’s network and computing resources as shared resources and their use as a privilege. The primary purpose of these resources is to allow access to information that will support the CIA administration, educational process, and mission. Thus, network abuse or applications that inhibit or interfere with the use of the network by others are not permitted.

Should it be determined that network traffic being generated from any connection is drastically inhibiting or interfering with the use of the CIA’s network and computing resources by others, the college reserves the right to terminate any user’s access without notice.

AUTHORIZED USE
An Authorized User is any student who has been granted access by the CIA to its computing and network resources and whose usage complies with this policy.

PRIVACY
Users must recognize that there is no guarantee of privacy associated with their use of CIA network and computer systems. The CIA may find it necessary to view electronic data and it may be required by law to allow third parties to do so (e.g., electronically stored data may become evidence in legal proceedings). It is also possible that messages or data may be inadvertently viewed by others.

Any information traffic sent over the CIA’s network and computing resources, whether wire or wireless, becomes CIA property. Users cannot have any expectation of privacy concerning this information, its source, or its destination.

INDIVIDUAL RESPONSIBILITIES

Common Courtesy and Respect for Rights of Others
All users are responsible for respecting and valuing the privacy of others, behaving ethically, and complying with all legal restrictions regarding the use of electronic data. All users are also responsible for recognizing and honoring the intellectual property rights of others.

Communications on CIA computers (which includes any personal devices registered on the CIA network, regardless of ownership) or networks should always be businesslike, courteous, and civil. Such systems must not be used for the expression of hostility or bias against individuals or groups; offensive material such as obscenity, vulgarity, or profanity; inappropriate jokes; or other non-businesslike material. Sexually explicit material, cursing, and name-calling are not appropriate communications. Users who engage in such activity will be subject to disciplinary action.

Content
Users who make use of forums, chat rooms, or social networking sites do so voluntarily, with the understanding that they may encounter material they deem offensive. Neither the CIA nor IT assumes any responsibility for material viewed on these network communication utilities.

Furthermore, IT reserves the right to limit access to any content deemed offensive or lacking in educational value.

To ensure security and prevent the spread of viruses, users accessing the Internet through our network and computing resources must do so through the CIA Internet firewall.

Copyright Infringement and Peer-to-Peer File Sharing
Under the Digital Millennium Copyright Act and Higher Education Opportunity Act (H.R. 4137), illegal distribution of copyrighted materials may be punishable by law. These materials include, but are not limited to, the unauthorized distribution of songs, videos, games, textbooks, or other type of creative content.
In addition to any other charges that might be brought against you, the copyright holder can file suit, which can result in legal fees and damages that must be paid.

Therefore, peer-to-peer file sharing is not allowed and is blocked on the CIA network using bandwidth-shaping technology. The CIA is legally obligated to assist authorities in identifying individuals who violate copyright law pertaining to peer-to-peer file sharing. It is also in violation of the college’s policy to use technology designed to circumvent the blocking of this activity.

Responsible Use
All users are responsible for refraining from all acts that waste CIA computer or network resources or prevent others from using them. Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with or used by others.

Permitting Unauthorized Access
All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

Termination of Access
At the time you cease being a member of the CIA community, you may not use facilities, accounts, access codes, privileges, or information for which you are not authorized.

Unauthorized Activities
Users are prohibited from attempting to circumvent or subvert any security measures implemented for the CIA computing and network systems. The use of any computer program or device to intercept or decode passwords or similar access-control information is prohibited. This section does not prohibit use of security tools by IT system administration personnel.

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized users of access to or use of such resources are prohibited.

Denial of Service Attacks
Denial of service attacks, “fire-bombing,” “flaming,” “hacking,” “cracking,” and any other type of malicious or mischievous intrusion or network attack against any network and computing resource user, any host on the CIA’s network, or any other host on the Internet by any member of the CIA community will be grounds for immediate removal of said individual from the CIA network.

Harmful Activities
The following harmful activities are prohibited: creating or propagating viruses; disrupting services; damaging files; intentionally destroying or damaging equipment, software, or data belonging to the CIA; and the like.

Unauthorized Access
All users are also strictly prohibited from: (1) damaging computer systems, (2) obtaining extra resources without authority, (3) depriving another user of authorized resources, (4) sending frivolous or excessive messages (e.g., chain letters), (5) gaining unauthorized access to CIA computing and networking systems, (6) using a password without authority, (7) utilizing potential loopholes in the CIA’s computer security systems without authority, and (8) using another user’s password.

Tampering of Equipment or Resources
No computer equipment, including peripherals, networking resources, or software applications, will be moved from its current location without authorization from IT. This includes the tampering, modification, or additions to network software, hardware, or wiring.

Use of Licensed Software/Downloading
No software may be installed, copied, or used on CIA resources except as permitted by IT. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

Only authorized personnel may install legal software on CIA-owned resources. The downloading of software via the Internet is prohibited due to the possibility of legal or copyright ramifications.

Network and computer resource users in the residence halls are responsible for the physical and software security of their personal computers. The registered owner of the computer will be held responsible for any violation of CIA or IT policies traced back to the computer, regardless of whether or not the owner personally committed the violations.

Personal Business, Political Campaigning, and Commercial Advertising
The CIA’s computing and network systems are a CIA-owned resource and business tool to be used only by authorized persons for CIA business and academic purposes. Except as may be authorized by the CIA, users should not use the CIA’s computing facilities, services, and networks for (1) compensated outside work, (2) the benefit of organizations not related to the CIA, except in connection with scholarly pursuits (such as faculty publishing
activities), (3) political campaigning, (4) commercial or personal advertising, or (5) the personal gain or benefit of the user.

**Responsibilities**

The owner of the computer must be present whenever IT personnel work on it. Before work will be done on your machine, you will sign a waiver releasing IT from any liability.

Machines must meet or exceed minimum requirements for both hardware and software before an IT staff member will do any work on them. Details are available on page 43. Any machine that requires IT support will be verified as in full working condition before and after IT does any work.

It is your responsibility to maintain and update virus and spyware software on your computer to avoid any Internet or wireless network performance issues.

**Security**

*System Administration Access*

Certain system administrators of the CIA’s systems will be granted authority to access files for the maintenance of the systems, as well as storage or backup of information.

*CIA Access*

The CIA may access usage data such as network session-connection times and end-points, CPU and disk utilization, security audit trails, network loading, etc. Such activity may be performed within the reasonable discretion of IT management, subject to CIA approval.

*Availability*

IT will make every effort to ensure the operation of the CIA network and the integrity of the data it contains. In order to perform needed repairs or system upgrades, IT may, from time to time, limit network access and/or computing resources for regular or unexpected system maintenance. IT will make every effort to give notice of these times in advance, but makes no guarantees.

As a CIA student, you waive the right to compensation for lost work or time that may arise from these shutdowns. Neither the CIA nor IT can compensate you for degradation or loss of personal data, software, or hardware as a result of your use of CIA-owned systems or networks, or as a result of assistance you may seek from IT personnel. You are responsible for making backup copies of your computer files.

*Wireless Access Points*

The Information Technology Department provides wireless service for use by students. Wireless access is also available to the public at large through special request to the IT Department. Since wireless is provided centrally by IT, the installation of private wireless access points (APs) and other devices used to boost wireless signal coverage is not allowed on campus. These devices can and do interfere with the CIA’s centrally provided wireless network system. The IT Department will take steps to shut down any personal network access devices used.

*Virus Protection and Device Security*

All CIA computers, including file servers, utilize virus detection software. All personal devices such as desktops, laptops, or any other devices that may compromise the security of the CIA network are required to utilize a fully functioning and updated virus detection software application. In addition, all personal devices must be fully updated with the most recent vendor-supplied security patches.

*Amendments*

The Culinary Institute of America and Information Technology reserve the right to amend the policies herein as needed. Users will receive copies of these amendments whenever possible.
Location of Information

Information pertaining to subjects important to CIA students is available in campus publications and other printed materials. Most of this information can also be found on the Consumer Information page of our website (www.ciachef.edu/consumer-information). The table that follows, in accordance with the federal Higher Education Act, is designed to help you locate information you may need.

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>FORMAT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of available financial aid</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Financial aid application procedure</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Financial aid eligibility requirements</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Selection criteria for aid recipients</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Criteria to determine financial aid awards</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Criteria for continued eligibility</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Satisfactory academic progress and financial aid</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Re-establishing eligibility for Financial Aid</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Method and frequency of financial aid disbursement</td>
<td>Financial Aid Brochure and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Loan repayment information</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Terms and conditions of federal student loans</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>General Federal Work Study conditions</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Federal Perkins and Federal Stafford exit counseling information</td>
<td>Exit Counseling Forms</td>
<td>Student Financial and Registration Services</td>
</tr>
<tr>
<td>Cost of attendance</td>
<td>Catalog and other printed material</td>
<td>Student Financial and Registration Services, website</td>
</tr>
<tr>
<td>Specific costs and fees</td>
<td>Catalog, Handbook</td>
<td>Admissions Office, website, Student Affairs Office</td>
</tr>
<tr>
<td>Refund policy</td>
<td>Catalog, Handbook, Enrollment Agreement</td>
<td>Admissions Office, website, Student Affairs Office, Student Financial and Registration Services</td>
</tr>
<tr>
<td>Refund distribution</td>
<td>Catalog, Handbook</td>
<td>Admissions Office, website, Student Affairs Office, Student Financial and Registration Services</td>
</tr>
<tr>
<td>Degree and certificate programs</td>
<td>Catalog</td>
<td>Admissions Office, website</td>
</tr>
<tr>
<td>Transfer of credit policies and articulation agreements</td>
<td>Catalog</td>
<td>Admissions Office, website</td>
</tr>
<tr>
<td>Instructional and physical facilities</td>
<td>Catalog</td>
<td>Admissions Office, website</td>
</tr>
<tr>
<td>Faculty and instructional personnel</td>
<td>Catalog</td>
<td>Admissions Office, website</td>
</tr>
<tr>
<td>Facilities for students with disabilities</td>
<td>Catalog</td>
<td>Admissions Office, website</td>
</tr>
<tr>
<td>Peer-to-peer file sharing policies</td>
<td>Catalog, Handbook</td>
<td>Admissions Office, website, Information Technology Department</td>
</tr>
<tr>
<td>Names, titles, and locations of employees available for information dissemination</td>
<td>Catalog, Handbook</td>
<td>Admissions Office, website, Student Affairs Office</td>
</tr>
<tr>
<td>Graduation rates</td>
<td>Report</td>
<td>Office of Assessment and Institutional Research, website</td>
</tr>
<tr>
<td>Degree and certificate placement data</td>
<td>Printed report</td>
<td>Career Services Office</td>
</tr>
<tr>
<td>Supporting accreditation documentation</td>
<td>Printed material, website</td>
<td>Office of Accreditation</td>
</tr>
<tr>
<td>Names of accrediting, approving, or licensing bodies</td>
<td>Catalog, website</td>
<td>Office of Accreditation, website</td>
</tr>
<tr>
<td>Campus emergency response information</td>
<td>Handbook, Safety &amp; Security Information Report</td>
<td>Campus Safety, Student Affairs Office</td>
</tr>
<tr>
<td>Fire safety information</td>
<td>Handbook</td>
<td>Campus Safety, Student Affairs Office</td>
</tr>
<tr>
<td>Vaccination Policy</td>
<td>Catalog, Handbook</td>
<td>Student Affairs Office, Admissions Office, website</td>
</tr>
</tbody>
</table>

* The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Contact the associate vice president and dean of student affairs at 845-451-1262 to request a hard copy of the statistics, which will be provided within 10 days, or view them at http://ope.ed.gov/security.
APPENDIX

Harassment, Sexual Misconduct, and Discrimination Policy

CONTENTS
1. POLICY STATEMENT ................................................................. 87
2. NON-DISCRIMINATION STATEMENT ........................................ 88
3. POLICY .................................................................................. 89
4. REPORTING ............................................................................ 90
5. INVESTIGATION PROCEDURES ............................................... 96
6. APPEALS ................................................................................. 104
7. OTHER SPECIAL PROCEDURES & PROVISIONS........................ 105
8. DEFINITIONS ......................................................................... 106

1. POLICY STATEMENT

The Culinary Institute of America (CIA) is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of harassment (which includes sexual misconduct and sexual harassment) or discrimination; all are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Culinary Institute of America prohibits harassment against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, or national or ethnic origin, or any protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

Members of the CIA community, guests, and visitors who believe that he or she has been or is being subjected to a form of harassment is strongly urged to use the resolution procedures described in this policy.

The Culinary Institute of America’s Harassment, Sexual Misconduct, and Discrimination Policy is consistent with Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Age Discrimination
2. NON-DISCRIMINATION STATEMENT

The Culinary Institute of America (CIA) is an Equal Opportunity Employer committed to the principle of equal opportunity in education and employment, in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, and other federal, state, and local laws.

The CIA does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, marital status, veteran status, ancestry, national or ethnic origin, or any other protected group or classification under federal or state laws. These principles also apply to admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, medical services, and all other programs and activities available at the CIA.

The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws also prohibits sexual harassment, which includes sexual assault and sexual violence.

The HR Director, Faculty Relations is designated as the Title IX Coordinator and Age Discrimination Act Coordinator for The CIA. Inquiries to the CIA concerning the application of the Age Discrimination Act and Title IX, and their implementing regulations may be referred to the Title IX and Age Discrimination Act Coordinator, or to the Office for Civil Rights (OCR) of the U.S Department of Education. Additionally, complaints including the procedure for filing a complaint regarding this Non Discrimination statement and the CIA’s compliance with applicable laws, statutes, and regulations as outlined above, may also be directed to:

Joseph Morano—HR Director, Faculty Relations
Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538

3. POLICY

Verbal or physical conduct, intimidation, hazing, bullying, or stalking by or towards an individual based on a protected category can be viewed as harassment, or discrimination and is a violation of this policy depending on the circumstances of the incident.

A. Harassment can take many forms, such as words, visual images, gestures, or other verbal or physical conduct by any means. To constitute harassment there must be a finding that the conduct was:

1. based on one or more of the protected categories listed in the policy statement above.
2. unwelcome and offensive
3. either severe or repeated and pervasive such that it had the intended purpose or the effect of:
   a. interfering with an individual's work/academic performance; or
   b. creating an intimidating, hostile, or abusive work or educational environment.

Harassment also includes Sexual misconduct including unwelcome sexual advances, requests for sexual favors, or other unwanted verbal or physical conduct of a sexual nature depending on the circumstances of each case. Examples of sexual misconduct include: sexual harassment, physical assault with sexual intent, sexual contact without consent, sexual intercourse without consent, and/or attempts to commit a sexual activity. In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Individuals who consent to a sexual activity must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes”
Individuals who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the CIA Title IX and Age Discrimination Act Coordinator:

Joseph Morano, HR Director - Faculty Relations
Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, N.Y. 12538-1499
Phone: 845-451-1314
Fax: 845-451-1076
Email: J_Morano@Culinary.Edu

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

A. REPORTING PROCESS

When reporting an incident all individuals have the right and can expect:

1. to have incidents of harassment or discrimination taken seriously by the CIA,

2. to have those incidents investigated and properly resolved through appropriate administrative procedures, and

3. that only people who need to know will be advised of the circumstances and that this information will be shared only as necessary with Investigators, witnesses, and the accused individual.

Depending upon the nature of the incident, every reasonable effort should be made to constructively resolve an issue or concern directly using one or more of the following steps:

Informal Resolution Process
This informal process is not appropriate for complaints of sexual assault, rape, or other violent acts.
1. Whenever possible and safe, the problem or issue should first be dis-
cussed by the person who has the concern with the individual who has
demonstrated the offending behavior.

2. If satisfactory resolution to the problem or issue is not reached after
discussion with the individual(s) involved, the direct supervisor of the
offending individual should be contacted in order to attempt to resolve
the situation.

3. If the efforts above are unsuccessful OR the person with the concern
believes that the conduct cannot be effectively addressed through these
informal means, a formal reporting process should be initiated.

4. If the issue is not resolved or the person with the concern determines that
the resolution is unsatisfactory within twenty-one (21) Business Days
after the alleged incident occurred the formal process should be initiated.

5. If the formal process is initiated it must be done so as soon as practica-
ble, but no later than sixty (60) Business Days after the alleged incident
occurred.

In resolving any problem or issue as outlined above, The CIA does
not require the person with the concern to contact either the student/
faculty/staff member involved or their supervisor if doing so is impractical
or inappropriate due to the nature of the matter.

Formal Resolution Process
In initiating a formal process, the individual reporting their concern
(the “Complainant”) is encouraged to speak with appropriate CIA officials
as outlined herein to report the incident(s) of the alleged harassment or
discrimination as soon as practicable after it is deemed that an attempt at
informally resolving the matter will not be possible, but no later than sixty
(60) Business Days after the alleged incident occurred. Additionally,
the Complainant has the right to file a complaint with a local law enforce-
ment agency.

All CIA employees in the following roles; campus safety, residential
life, faculty, student affairs, human resources, directors, deans, managers,
and other supervisory campus employees are considered “Responsible
Employees” and thus are required to report any incident of assault, sexual
harassment, harassment or discrimination to their Manager, the Office of
Student Affairs, the Campus Safety Office, and/or the Human Resources
Department. All Responsible Employees shall also report the complaint to
the Title IX and Age Discrimination Act Coordinator. The Title IX and Age
Discrimination Act Coordinator will be responsible for ensuring that the
appropriate procedures are followed during the investigation process.

A formal report / statement outlining the incident(s) / nature of the
harassment or discrimination should be prepared by the Title IX and Age
Discrimination Act Coordinator or his/her designee as part of the prelimi-
nary process which shall form the basis of the complaint (“Complaint”) and
possible subsequent investigation.

Campus employees who work in the Health Services or Counseling and
Psychological Services offices are required (except as outlined under Sec-
tion B. Confidential Reporting) to report any assault, sexual harassment, or
violent crime (direct or indirect knowledge of) along with any potential
threats made towards any individual on or off campus.

1. When reporting an incident, the Complainant should contact one of
the following Department/areas:

a. Students – Reporting should be made in person (in writing or orally)
to the:

(Contact information may be found on the student portal or by visiting the links
listed below).

ciamainmenu.culinary.edu/studentservices/studentaffairs/pages/
student_affairs_hyde_park.aspx

ii. Greystone Students – Education Department at Greystone - https://
ciamainmenu.culinary.edu/academicprograms/aos/culinaryartsgs/
pages/greystone_culinary_arts.aspx

iii. San Antonio Students – Education Department at San Antonio -
https://ciamainmenu.culinary.edu/academicprograms/aos/
culinaryartssa/pages/san_antonio_culinary_arts.aspx

ciachef.edu/consumer-information

b. Faculty / Staff - Reporting should be made in person (in writing or
orally) to the:

(Contact information may be found on the employee portal or by visiting the links
listed below).

i. Human Resource Department at Hyde Park and Greystone - https://
ciamainmenu.culinary.edu/divisions/administrationsharedservices/
humanresources/pages/human_resources.aspx

ii. Managing Director at Greystone - https://ciamainmenu.culinary.edu/
divisions/branch_campuses/greystonecampus/pages/greystone_ campus.aspx
B. CONFIDENTIAL REPORTING

When a Complainant consults CIA officials regarding matters covered within this policy, he/she should be aware of the concepts of confidentiality, privacy, and mandatory reporting in order to make informed choices.

Although the CIA will make every effort to ensure the confidentiality of any investigation and the privacy of those persons involved, once a Complaint has been filed, it is the CIA's responsibility to take appropriate action to resolve the situation. When an employee of the CIA has been informed of an incident or issue of discrimination or harassment, they have a mandatory duty to report the situation as described to a Responsible Employee as further defined within Section A of this policy. All Complaints will be held in confidence and disclosed only to the extent necessary for the investigation.

If a Complainant desires that a particular incident be discussed on an entirely private and confidential basis, he/she should speak with one of the designated personnel or agencies listed below (“Confidential Resources”):

1. off-campus mental health counselors, or
2. off-campus health service providers, or
3. off-campus rape crisis resources who can maintain confidentiality, or
4. members of the clergy who in their capacity as a spiritual advisor will also maintain confidentiality.
5. on-campus licensed mental health professionals (whose licensure requires confidentiality from reporting incidents or complaints of sex discrimination and harassment/assault) working in their professional capacity. The on-campus licensed mental health professional shall provide information as to how to file a complaint with the designated Title IX and Age Discrimination Act Coordinator, and will assist the victim in filing a complaint, if appropriate.

In such instances, the CIA shall not be considered to have knowledge of the incident or situation and therefore, the Complainant should have no expectation of the matter being investigated or resolved by College authorities.

Neither the CIA nor the law requires that the private information shared by an individual with those working as Confidential Resources will be divulged except in circumstances such as when the reporting party discloses a) information which can be reasonably interpreted as a situation where there is risk of harm to self or others or b) incidents that involve a minor. Otherwise, a Complainant may seek assistance from these Confidential Resources.

2. All Complainants (students, faculty, or staff) should complete the following steps when formally reporting an incident of harassment or discrimination:

a. Submit a formal Complaint, in writing including:
   i. the Complainant's name and all contact information.
   ii. the description of the alleged incident(s) or behavior, who specifically was involved, when and where it occurred, and the desired remedy sought. As much detail as possible should be provided regarding the incident such as who, what, when, where, why, and how.
   iii. A brief outline and description of all informal efforts, if any, to resolve the issue(s) with the individual(s) involved and/or that individual's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the individual(s) involved and/or their supervisor is impracticable or inappropriate, the complainant should state the reasons why.

All Complaints should be signed by the Complainant.

b. Provide, if possible, any supporting documentation and evidence of the incident(s) or behavior which are immediately available. These items should be referenced within the body of the formal Complaint.

c. Submit any additional supporting materials as quickly as is possible.

3. Any guest, visitor, or third parties who wish to file a Complaint for violations of this policy may contact the CIA's Title IX and Age Discrimination Act Coordinator or the Office for Civil Rights of the U.S. Department of Education.

4. The CIA has an obligation to investigate any complaint of harassment or discrimination which is reported.
Resources without starting a formal process that is beyond the Complainant’s control, or that may violate her/his privacy.

C. RETALIATION AND MALICIOUS REPORTING
The CIA will make every reasonable effort to protect the Complainant and other student, staff, faculty, or third parties who believe themselves to be the object of harassment, or discrimination and/or are involved in a complaint process or investigation from any type of retaliation. Retaliation against anyone who is involved in a complaint process is a violation of law and this policy.

The malicious reporting of a false complaint of harassment, discrimination, or retaliation is also a violation of this policy.

Claims of retaliation or malicious reporting will be viewed as a separate complaint under this policy and will be thoroughly investigated.

5. INVESTIGATION PROCEDURES
The CIA reserves the right to take measures deemed necessary in response to an alleged violation of this policy in order to protect both the rights as well as personal safety of students, faculty, staff members, or Third Parties. When a student, faculty, staff member or Third Party is found to have violated this policy, serious sanctions may be used to reasonably ensure the rights and safety of the CIA community.

Not all forms of harassment and discrimination will be deemed as equally serious offenses and the CIA reserves the right to impose different sanctions ranging from written warning to dismissal, depending on the severity of the offense.

For the purposes of this policy, this process or investigation protocol will be applied to all harassment and discrimination complaints as defined in this policy; especially those governed by Title IX, including sexual violence, sexual harassment, intimate partner violence, stalking, and/or gender-based bullying or hazing.

Elements of this process are focused around the following:

A. Investigation Process
B. Investigation Findings
   i. Student vs. Student
   ii. Student vs. Staff / Faculty
   iii. Staff / Faculty vs. Staff / Faculty
   iv. Third Party Involvement

A. INVESTIGATION PROCESS
Upon receipt of a Complaint, the Title IX and Age Discrimination Act Coordinator working with the appropriate CIA office will open a formal case file and assign an Investigator. The Investigator will direct the investigation process and confer with the Title IX and Age Discrimination Act Coordinator on interim actions, accommodations for the Complainant (if required), and/or other necessary remedial short-term actions.

There will be no retaliation against any individual for filing a Complaint and/or for assisting, testifying, or participating in the investigation of such a complaint. All Complaints will be held in confidence and disclosed only to the extent necessary for the investigation.

During the course of an investigation, certain investigative procedures may take place which include, but are not limited to, the following:

1. An initial meeting with the student, faculty, staff member, or third party (the “Respondent”) will be held to inform him/her that a formal complaint has been filed against him/her and to explain the nature of the allegations.

2. While the investigation is pending, the Title IX and Age Discrimination Act Coordinator working with the appropriate CIA offices may:
   i. take immediate and appropriate interim action to address harassment allegations before a final determination is made on the complaint.
   ii. take any other necessary actions to ensure compliance with applicable law and CIA policy.
   iii. based upon the nature and seriousness of the allegations, request that the Human Resources Department immediately transfer or remove the Respondent employee from their duties on a temporary basis while the investigation is ongoing.
   iv. based upon the nature and seriousness of the allegations, bar a third party respondent from access to the campus or engagement with the complainant to the extent provided by law.
   v. based upon the nature and seriousness of the allegations, bar a third party respondent from access to the campus or engagement with the complainant to the extent provided by law.

3. A formal investigation will be held; usually initiated within ten (10) Business Days after the Complaint is made.
   The Investigator will take the following steps:
   i. Thoroughly review the Complaint and all supporting documentation and evidence.
ii. Confirm the identity and contact information of the Complainant.
iii. Meet with the Complainant.
iv. In coordination with the Title IX and Age Discrimination Act Coordinator, initiate any necessary remedial actions.
v. Commence a thorough, reliable and impartial investigation by developing an investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the Respondent, who may be given notice prior to or at the time of the interview.
vi. Contact or request meeting(s) with other staff, faculty, students, or others who may be able to provide additional relevant information as part of the investigation.

vii. Make a finding, based on a preponderance of the evidence whether a policy violation is more likely than not to have occurred.

4. No audio or video recording (of any kind) of the proceedings under this policy is permitted by any party, unless circumstances require such accommodations. The decision to permit an accommodation will be made by the Investigator and the Title IX and Age Discrimination Act Coordinator.

5. At the Investigator’s discretion, he/she may remove anyone disrupting a meeting which is being held under their authority from further discussions.

6. The Investigator will normally complete the investigation within sixty (60) Business Days after the investigation is commenced. The Investigator will then issue a formal report detailing the results of the investigation and recommended corrective action, if any, for consideration by the Title IX and Age Discrimination Act Coordinator.

7. The formal report and any additional supporting documentation is to be shared with the Title IX and Age Discrimination Act Coordinator who does have the option of sharing with appropriate CIA administrative personnel and/or legal counsel if needed. The contents of the final report and supporting documentation will not be shared with the Respondent or Complainant in written format and is the sole property of The Culinary Institute of America.

8. Where the Respondent or Complainant is an individual guest, visitor, contractor, restaurant patron, continuing education student, or any other person not under the direct employment of the CIA or attending a CIA credit program (“Third Party”) a best effort will be made by the Investigator to contact said individual to obtain a written statement along with any materials that may support the Investigation process.

B. INVESTIGATION FINDINGS – STUDENT VS. STUDENT
Following completion of the investigation process, the Title IX and Age Discrimination Act Coordinator will appoint a Hearing Officer. The Hearing Officer has final decision-making authority with regard to the resolution of formal complaints. Such decisions are subject to appeal as outlined further within this policy.

The following procedures will be followed at the conclusion of an investigation:

1. The Investigator will provide a final report within fifteen (15) Business Days after the conclusion of the investigation on the findings of the investigation to the Hearing Officer and Title IX and Age Discrimination Act Coordinator for review and consideration.

2. The Title IX and Age Discrimination Act Coordinator, Office of Student Affairs, or Hearing Officer will hold individual meetings with the Complainant and Respondent to review the investigation findings within fifteen (15) Business Days of the investigation’s written outcome. The Complainant and Respondent will be provided in writing the outcome of the investigation findings at these individual meetings.

a. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

3. Where the Respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing within fifteen (15) Business Days of the investigation’s written outcome of this determination.

4. If the Respondent violated this policy, a meeting with the Hearing Officer will be held with the Respondent within fifteen (15) Business Days of the investigation’s written outcome to review the investigation findings. If the Respondent accepts the findings, the Hearing Officer will impose appropriate sanctions in writing for the violation, after consultation with the Title IX and Age Discrimination Act Coordinator.

5. If the Respondent or Complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act Coordinator in writing within five (5) Business Days of receiving the written determination.
a. Where the Respondent or Complainant has rejected the findings of the investigation (in whole or in part), the Hearing Officer will advise the Title IX and Age Discrimination Act Coordinator who will call a hearing within twenty-one (21) Business Days over which the Hearing Officer shall preside. The intent of this hearing will be to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The Hearing Officer will be charged with making a final ruling following the hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this policy.

i. During the hearing, the Hearing Officer will review the findings of the investigation and consider other and/or additional evidence and/or witnesses presented by the parties to the Complaint.

ii. If it is determined that the Respondent violated this policy, the Hearing Officer shall impose appropriate sanctions for the violation.

iii. If it is determined that the Respondent did not violate this policy, the Hearing Officer will close the investigation.

iv. All parties will be notified in writing within fourteen (14) Business Days of the final determination of the Hearing Officer. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

C. INVESTIGATION FINDINGS – STUDENT VS. FACULTY / STUDENT VS. STAFF / STAFF VS. STUDENT / FACULTY VS. STUDENT

At the conclusion of the investigation process, the Title IX and Age Discrimination Act Coordinator will appoint a Hearing Officer. The Hearing Officer has final decision-making authority with regard to the resolution of formal complaints. Such decisions are subject to appeal as outlined further within this policy.

The following procedures will be followed at the conclusion of an investigation:

1. The Investigator will provide a final report within fifteen (15) Business Days after the conclusion of the investigation on the findings of the investigation to the Hearing Officer, the Human Resources Department, and Title IX and Age Discrimination Act Coordinator.

2. The Hearing Officer and Human Resources Department shall determine whether a policy violation has occurred.

3. The Title IX and Age Discrimination Act Coordinator, Office of Student Affairs, or Hearing Officer will hold individual meetings with the Complainant and Respondent to review the investigation findings within fifteen (15) Business Days of the investigation’s written outcome. The Complainant and Respondent will be provided in writing the outcome of the investigation findings at these individual meetings.

a. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

4. Where the Respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing of this determination within fifteen (15) Business Days of the investigation’s written outcome.

5. If the Respondent has violated this policy, the Human Resources Department, Department Head, Dean, or Managing Director will meet with the faculty or staff member and provide them with a written notification of the investigation’s outcome along with any appropriate sanctions within fifteen (15) Business Days of the investigation’s written outcome.

6. If the Respondent or Complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act Coordinator in writing within five (5) Business Days of receiving the written determination.

a). Where the Complainant or the Respondent has rejected the findings of the investigation (in whole or in part), the Title IX and Age Discrimination Act Coordinator will call a hearing within twenty-one (21) Business Days over which the Hearing Officer shall preside. The hearing will provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The Hearing Officer will be charged with making a final ruling following the hearing on the basis of the preponderance of the evidence. Such ruling shall be subject to appeal as outlined within this policy.

i. During the hearing, the Hearing Officer will review the findings of the investigation and consider other and/or additional evidence and/or witnesses presented by the parties to the Complaint.

ii. If it is determined that the Respondent violated this policy, the Human Resources Department shall impose appropriate sanctions for the violation.
iii. If it is determined that the Respondent did not violate this policy, the Hearing Officer will close the investigation.
iv. All parties will be notified in writing within **fifteen (15) Business Days** of the final determination of the Hearing Officer. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

**D. INVESTIGATION FINDINGS – FACULTY / STAFF VS. FACULTY / STAFF**

At the conclusion of the investigation, the Title IX and Age Discrimination Act Coordinator and Human Resources Department shall determine whether a policy violation has occurred. All decisions are subject to appeal as outlined further within this policy below.

The following procedures will be followed at the conclusion of an investigation:

1. The Investigator will provide a final report within **fifteen (15) Business Days** after the conclusion of the investigation on the findings of the investigation to the Human Resources Department and Title IX and Age Discrimination Act Coordinator.

2. The Title IX and Age Discrimination Act Coordinator or Director of Human Resources will hold individual meetings with the Complainant and Respondent to inform them of the outcome of the investigation within **fifteen (15) Business Days** of the investigation’s written outcome. The Complainant and Respondent will be provided in writing the outcome of the investigation findings at these individual meetings.

   a. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

3. If it is deemed that the Respondent was not found responsible for the alleged violation(s) to this policy, the investigation should be closed and all parties will be notified in writing of this determination within **fifteen (15) Business Days** of the investigation’s written outcome.

4. If the Respondent has violated this policy, the Human Resources Department, Department Head, Dean, or Managing Director will meet with the faculty or staff member and provide them with a written notification within **fifteen (15) Business Days** of the investigation’s written outcome.

5. If the Respondent or Complainant rejects the findings of the investigation (in whole or in part), they must notify the Title IX and Age Discrimination Act Coordinator in writing within **five (5) Business Days** of receiving the written determination. Such ruling shall be subject to appeal as outlined within this policy.

**E. INVESTIGATION FINDINGS – THIRD PARTY**

At the conclusion of the investigation, the Title IX and Age Discrimination Act Coordinator and Hearing Officer shall determine whether a policy violation has occurred. The following measures must be followed at the conclusion of an investigation where the a) Third Party is the Complainant or b) Third Party is the Respondent. All decisions are subject to appeal as outlined further within this policy below.

1. The Investigator will provide a final report within **fifteen (15) Business Days** after the conclusion of the investigation on the findings of the investigation to the Hearing Officer and Title IX and Age Discrimination Act Coordinator.

2. The Hearing Officer, Office of Student Affairs, Human Resources Department, Department Head, Dean, or Managing Director will hold individual meetings with the Complainant and Respondent to review the investigation findings within **fifteen (15) Business Days** of the investigation’s written outcome. The Complainant and Respondent will be provided in writing the outcome of the investigation findings at these individual meetings.

   a. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.

3. If it is determined that the Respondent did not violate this policy, the Hearing Officer will close the investigation.

4. All parties will be notified in writing within **fourteen (14) Business Days** of the final determination of the Hearing Officer. In cases that are directly related to harassment the Complainant will also be informed of any sanctions placed upon the Respondent, in instances where the sanction directly affects the Complainant.
2. The procedures were not properly followed as outlined in this policy.
3. New evidence is available to alter the original determination.

The procedures governing the hearing of appeals include the following:

1. **Student Appeals:** Any party who files an appeal must do so in writing to the Title IX and Age Discrimination Act Coordinator. The request for appeal will then be forwarded to an appointed Appeals Officer for review.

2. **Faculty / Staff / Third Party Appeals:** Any party who files an appeal must do so in writing to the Vice President of Administration and Shared Resources. The Vice President of Administration and Shared Resources and/or designee will be the acting Appeals Officer.

3. If the Appeals Officer determines that an error (material, procedural, or applicable) occurred, he/she may return the original Complaint to the original Hearing Officer with instructions to reconvene to remedy the error. The results of a reconvened hearing cannot be appealed.

4. In rare cases, where the error cannot be remedied by the original Hearing Officer (as in cases of bias), the Appeals Officer may order a new hearing on the Complaint with a new Hearing Officer appointed by the Title IX and Age Discrimination Act Coordinator. The results of a new hearing with a new Hearing Officer can be appealed, once, on the grounds for appeals listed above.

5. The Appeals Officer may at his/her discretion suspend any sanctions imposed by the Hearing Officer.

6. **Appeals**

   If a Respondent or Complainant does not accept the findings of the investigation and/or Hearing Officer, those findings can be appealed through the following procedures. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

   Appeals are not intended to be full re-hearings or the basis for a new investigation of the Complaint. The Appeal Officer may accept or modify the original decision and the Appeal Officer’s decision to deny appeal requests is final.

   Respondents or Complainants must petition in writing for an appeal within five (5) Business Days of receiving the written decision. The party requesting an appeal must do so in writing showing error, the ONLY grounds for appeal are as follows:

   1. The decision reached was not based on substantial evidence, i.e. whether the facts of the case were not sufficient to establish that
      a. a violation of this policy occurred; and / or
      b. the accused committed the violation of this policy.

6. **APPEALS**

   If a Respondent or Complainant does not accept the findings of the investigation and/or Hearing Officer, those findings can be appealed through the following procedures. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

   Appeals are not intended to be full re-hearings or the basis for a new investigation of the Complaint. The Appeal Officer may accept or modify the original decision and the Appeal Officer’s decision to deny appeal requests is final.

   Respondents or Complainants must petition in writing for an appeal within five (5) Business Days of receiving the written decision. The party requesting an appeal must do so in writing showing error, the ONLY grounds for appeal are as follows:

   1. The decision reached was not based on substantial evidence, i.e. whether the facts of the case were not sufficient to establish that
      a. a violation of this policy occurred; and / or
      b. the accused committed the violation of this policy.

6. **The Appeals Officer will render a written decision on the appeal to all parties within twenty-one (21) Business Days from request for appeal.**

7. **OTHER SPECIAL PROCEDURES & PROVISIONS**

1. **Attempted violations**

   In most circumstances, the CIA will treat attempts to commit any of the violations listed in the Student Code of Conduct or Employee Handbook as if those attempts had been completed.

2. **CIA as Complainant**

   As necessary, the CIA reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without the complainant’s formal complaint of misconduct.

3. **False Reports**

   The CIA will not tolerate intentional false reporting of incidents. It is
Business Days: Business Days defined for the purposes of this policy are the days of operation for the College: i.e., Monday – Friday, where classes are in session and/or administrative offices are open, except for the designated summer break and winter holiday break when campuses are closed.

Coercion: Coercion happens when someone is compelled by force to act out of character through, intimidation, or authority, especially without regard for individual desire or volition. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear that he/she does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

Complainant: A Complainant is any student, faculty, staff, visitor, guest, or third party who files a formal report or statement of harassment or discrimination that is in violation of this policy.

Consent: Consent can be given by word or action, but non-verbal Consent is not as clear as talking about what a person wants sexually and what they do not. Consent to some form of sexual activity cannot be automatically taken as Consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show Consent. When alcohol or other drugs are being used, a person will be considered unable to give valid Consent if he/she lacks the capacity to reasonably understand the situation. Individuals who Consent to sex must be able to understand what they are doing.

CIA Community: The CIA Community is considered to be student, staff, and faculty of The Culinary Institute of America at all campus locations. This shall include vendors and contractors doing business with The Culinary Institute of America.

Employee: An Employee is an individual paid by The Culinary Institute of America. All full time, part-time, temporary, and contracted individuals fall under this class.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and Coercion that can overcome an individual’s resistance.

Hearing: A Hearing is a formal meeting conducted by a Hearing Officer to review the findings of an investigation and opportunity for all parties to be heard.
**Hearing Officer:** The Hearing Officer is appointed by the CIA’s Title IX and Age Discrimination Act Coordinator to oversee the hearing of a reported case.

**Investigator:** An Investigator is an individual appointed by the CIA’s Title IX and Age Discrimination Act Coordinator to perform and document an inquiry for ascertaining facts through detailed and careful examination of all information presented using various means of information discovery.

**Non-Consensual Sexual Contact:** Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without Consent and/or by force.

**Non-Consensual Sexual Intercourse:** Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

**Respondent:** The Respondent is any student, faculty, staff, visitor, guest, or third party who has a formal complaint filed against him/her.

**Retaliatory Harassment:** Retaliatory Harassment is intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

**Stalking:** Stalking is the act or an instance of pursuing or harassing and threatening another in an aggressive and unwanted and/or illegal manner.

**Student:** A student is an individual who is registered in a credit or degree program at The Culinary Institute of America.

**Sexual Harassment:** Sexual Harassment is unwelcome, gender-based verbal or physical, or conduct of sexual nature, that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or denying someone the ability to participate in or benefit from the CIA’s educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Examples include: attempting to coerce an unwilling person into a sexual relationship; repeatedly subjecting a person to egregious, unwanted sexual attention; punishing a refusal to comply; conditioning a benefit on submitting to sexual advances; engaging in sexual violence; engaging in intimate partner violence, stalking, and gender-based bullying.

**Sexual Exploitation:** Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy
- prostituting another person
- non-consensual taking and/or distributing photography, video, or audio-taping of sexual activity
- allowing third parties to observe sexual activities without Consent
- engaging in voyeurism
- knowingly transmitting an STI or HIV to another student
- exposing one’s genitals in non-consensual circumstances; inducing another to expose his/her genitals
- sexually-based stalking and/or bullying may also be forms of sexual exploitation

**Third Party:** Third Party is an individual who is a guest, visitor, contractor, restaurant patron, continuing education student, or any other individual not under the direct employment of the CIA or attending a CIA credit program.
Harassment, Sexual Misconduct, and Discrimination Policy—Campus SaVE Act ADDENDUM

1. PURPOSE AND SCOPE

This Addendum supplements and amends The Culinary Institute of America’s Harassment, Sexual Misconduct, and Discrimination (HSMD) Policy (adopted October 22, 2013), as that policy applies to alleged incidents of sexual assault or other sexual violence, domestic violence, dating violence or stalking in accordance with Title VII, the Violence Against Women Reauthorization Act and the Campus SaVE Act.

Unless otherwise specifically noted in this Addendum, alleged incidents of sexual assault or other sexual violence, domestic violence, dating violence or stalking as set forth above shall be investigated and processed in accordance with the procedures set forth in the HSMD Policy. In the event of any conflict between the provisions of the HSMD Policy and this Addendum, the provisions of this Addendum will control.

This policy applies to all members of the CIA community, including students, faculty, staff, administrators, trustees, vendors, contractors and third parties visiting CIA facilities.

2. FORMS OF HARASSMENT AND DISCRIMINATION

The forms of harassment and discrimination that are prohibited by the HSMD Policy shall specifically include, without limitation, domestic violence, dating violence, sexual assault and stalking as defined more specifically below in accordance with the Violence Against Women Reauthorization Act and the Campus SaVE Act.

3. DEFINITIONS

Dating violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Sexual Assault: Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Stalking can include, for example:

• Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
• Repeatedly leaving or sending victim unwanted items, presents, or flowers.
• Following or lying in wait for the victim at places such as home, school, work, or recreation place.
• Making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, or pets.
• Damaging or threatening to damage the victim’s property.
• Harassing victim through the Internet.
• Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth.
• Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family work, or neighbors, etc.

4. REPORTING AND OPTIONS FOR ASSISTANCE

Members of the CIA community who believe that they have been or are being subjected to harassment or discrimination, including but not limited to any form of sexual misconduct, have the right, but are not required, to report the matter and to seek assistance from the CIA or resources off-campus or both.
A. Immediate Assistance
Hyde Park campus—see page 122.
San Antonio campus—see page 124.
Greystone campus—see page 123.

B. Sexual Assault Response Team (SART)
SART (Sexual Assault Response Team) Advisors at each campus are trained staff and administrators who are first responders to complaints of sexual misconduct. These SART Advisors can provide the complainant with support and assistance, access to resources, as well as information about sexual assault, dating violence, domestic violence, and stalking.

SART Advisors use a survivor-centered approach by providing the complainant with information about resources on and off campus and letting the complainant make decisions based on what feels comfortable.

Upon initial contact, SART Advisors will:

• Offer information about resources that the complainant might use to address personal, medical, psychological, safety, and academic concerns related to the incident.
• Provide guidance on procedures to be followed and names to be contacted for gaining rapid access to these resources.
• Offer to make initial contacts with resource providers and to introduce the complainant to appropriate contact people, both on and off campus.
• Clarify distinctions between campus, civil, and criminal adjudication procedures and offer to help you make initial contacts with appropriate offices on campus.
• Serve as a liaison with other members of SART who may share more extensive knowledge of particular resources that the complainant is interested in pursuing.
• Remain in close contact with the Title IX Coordinator to ensure a coordinated, timely and appropriate support system for the complainant.

SART Teams have been established at each campus.

SART Teams
Hyde Park campus—see pages 119–120.
San Antonio campus—see page 121.
Greystone campus—see page 121.

As is discussed in the HSMD Policy, some resources are “confidential” resources—i.e., persons who can offer support, advice or other services and who, as a general matter, are not required to further report, initiate an investigation, or otherwise take action in response to the information you provide—while other resources are not confidential. The only on-campus “confidential reporting” resources are the counselor and therapists in the CAPS office in Hyde Park. Students are encouraged to carefully review all of their reporting options before deciding whether or to whom to report.

C. Preserving Evidence
The CIA will provide the following information to complainants (victims) regarding the Preservation of Evidence in accordance with the Campus SaVE Act:

i. Seek medical care as soon as possible. Even if you do not have any visible physical injuries, you may be at risk of becoming pregnant or acquiring a sexually transmitted disease.
ii. Ask a healthcare provider, law enforcement, or rape crisis center where you can go for a sexual assault forensic examination (SAFE) to be conducted. Note: you are not required to have a sexual assault forensic exam.
iii. It is best to collect forensic evidence from the body within 72 hours.
iv. Consider preserving evidence: If possible do not change your clothes and avoid bathing, urinating, washing hands, or brushing your teeth.
v. If you need to change, place all clothing in a brown paper bag, so that it can be preserved as evidence, and bring to hospital if you decide to seek medical care.
vi. If you suspect you have been drugged, request that a urine sample be collected. Inform the sexual assault nurse examiner that you suspect you were drugged.
vii. If possible, write down, or record by any other means.

D. Cooperation with Law Enforcement
The CIA also maintains a Memorandum of Understanding (“MOU”) with local law enforcement in each of its domestic campuses. The purpose of the MOU is to ensure cooperation between local law enforcement, Campus Safety and the Title IX Coordinator during the course of an investigation in accordance with the Campus SaVE Act, the Violence Against Women Reauthorization Act and Clery Act.

5. AMNESTY FROM DRUG, ALCOHOL AND OTHER CONDUCT POLICIES
The CIA strongly encourages the reporting of all sexual assaults and other sexual misconduct. The College recognizes that an individual who has been drinking or using drugs may be hesitant to make a report because of potential
consequences for their own conduct. An individual who reports a sexual assault or other sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not place the health or safety of any other person at risk.

6. INVESTIGATION AND DISCIPLINARY PROCEDURES

Oversight
The Title IX/Age Discrimination Act Coordinator’s responsibilities include overseeing all complaints of harassment and discrimination and identifying and addressing any patterns or systemic problems that may arise, including sexual violence, domestic violence, dating violence or stalking in accordance with Title VII, the Violence Against Women Reauthorization Act and the Campus SaVE Act. The Investigation procedures contained in the CIA’s HSMD policy will apply to any incident of sexual violence, domestic violence, dating violence or stalking, subject to the additional procedures and information contained in this policy. The HSMD Policy is located at https://ciamainmenu.culinary.edu/divisions/administrationsharedservices/humanresources/Documents/ORG-009-Harassment, Sexual Misconduct and Discrimination Policy.pdf

Rights of Complainants and Respondents
Both the complainant (the person complaining) and the respondent (the person who has been accused) have the following rights with respect to complaints of harassment and discrimination:

Complainant Statement of Rights
As a complainant of sexual misconduct you have a right to:

- Privacy under the Family Educational Rights and Privacy Act (FERPA). The College will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
- An investigation and appropriate resolution of all credible complaints of sexual misconduct;
- Be treated with dignity and respect throughout the process;
- Information regarding how to access available resources such as counseling, advocates, support, mental health and medical treatment on and off campus;
- Report the incident through the process outlined in the CIA’s Harassment, Sexual Misconduct, and Discrimination Policy and/or the off-campus law enforcement system;
- Choose to contact off-campus law enforcement and campus safety to assist you;
- Refuse all of these options without reproach from any CIA official with the understanding that such refusal may impact an investigation and action by the CIA;
- A prompt and thorough investigation of the complaint;
- An advisor of his or her choice through the investigation and/or appeal process;
- An outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be notified, in writing, of the investigation outcome, including the outcome to any appeal and any sanctions that apply;
- Be fully informed of the Harassment, Sexual Misconduct, & Discrimination Policy and procedures to report, investigate, and resolve a complaint as well as possible sanctions;
- The same support opportunities available to the accused throughout the investigation;
- Information regarding the status and outcome of the investigation/hearing;
- Options to change/modify your academic schedule or on-campus living situation if such changes are reasonably available. These changes can happen regardless of a formal complaint, investigation, campus or criminal charges. These changes may include:
  o Moving from one on-campus residence to another on-campus residence;
  o Rescheduling of an exam, paper, or assignment;
  o Taking an incomplete in a class;
  o Administratively withdrawing (AW) from a class;
  o Transferring to a different class section;
  o Taking a temporary leave from the CIA;
  o Adjusted work schedule.
- Understand that you are not responsible for the crime(s) committed against you;
• NOT have mediation offered to you as the sole means of addressing or resolving your complaint;
• Have a “no contact” order issued from the college and to be notified if the accused is prohibited from contacting you or entering your residence hall;
• Appeal the outcome and/or sanction(s) in accordance with the process outlined in the Harassment, Sexual Misconduct, & Discrimination Policy;
• Know that a violation of the Harassment, Sexual Misconduct, & Discrimination Policy will be based on preponderance of evidence (more likely than not);
• Privacy to the extent possible and allowed by law/policy;
• NOT have any personally identifiable information released to the public without your consent;
• NOT experience retaliation for reporting the incident;
• Be given a copy of these rights when you make a complaint.

Respondent (Accused) Statement of Rights
An individual who is accused of sexual misconduct (the respondent) has certain rights guaranteed under the Clery Act and Title IX of the Education Amendments of 1972. As an individual accused of sexual misconduct you have a right to:

• Privacy under the Family Educational Rights and Privacy Act (FERPA). The College will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
• An investigation and appropriate resolution of all credible complaints of sexual misconduct;
• Be treated with dignity and respect throughout the process;
• Information regarding how to access available resources such as counseling, advocates, support, mental health and medical treatment on and off campus;
• Timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
• A prompt and thorough investigation of the allegations;
• An advisor of his or her choice through the investigation and/or appeal process;
• An outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
• Be notified, in writing, of the investigation outcome, including the outcome to any appeal and any sanctions that apply;
• Be fully informed of the Harassment, Sexual Misconduct, & Discrimination Policy and procedures to report, investigate, and resolve a complaint as well as possible sanctions;
• The same support opportunities available to the complainant throughout the investigation;
• Information regarding the status and outcome of the investigation/hearing;
• Options to change/modify your academic schedule or on-campus living situation if such changes are reasonably available. These changes can happen regardless of a formal complaint, investigation, campus or criminal charges. These changes may include:
  o Moving from one on-campus residence to another on-campus residence;
  o Rescheduling of an exam, paper, or assignment;
  o Issuing an incomplete in a class;
  o Administratively withdrawing (AW) from a class;
  o Transferring to a different class section;
  o Taking a temporary leave from the CIA;
  o Adjusted work schedule.
• Know in advance, if possible, of any public release of personal identifiable information;
• Appeal the outcome and/or sanction(s) in accordance with the process outlined in the Harassment, Sexual Misconduct, & Discrimination Policy;
• Know that a violation of the Harassment, Sexual Misconduct, & Discrimination Policy will be based on preponderance of evidence (more likely than not);
• Privacy to the extent possible and allowed by law/policy;
• NOT have any personally identifiable information released to the public without your consent;
• NOT experience retaliation for reporting the incident;
• Be given a copy of these rights when you make a complaint.

7. SEXUAL ASSAULT PREVENTION, EDUCATION AND TRAINING
The Culinary Institute of America provides programs designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, including primary prevention and awareness programs for all incoming students and new employees which address the institution’s prohibition against such conduct, the definitions of such conduct, the definition of consent in reference to sexual activity in the
applicable jurisdiction, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

This policy SaVE addendum, along with the HSMD policy, is posted on the CIA portal as well as in all employee, faculty and student handbooks.

This information is provided to students during their orientation to the CIA, through mandated online programs.

Various programming efforts may occur throughout the year, which may include but not be limited to: Department of Health/Planned Parenthood presentations, The Red Flag Campaign, Sex Signals program, an Annual Wellness Expo with participation from a variety of community organizations, as well as other appropriate educational programs.

Each campus location shall have resources for students on support, prevention, and awareness of sexual assault. Resources shall be available through the Office of the Title IX Coordinator, the Office of Student Affairs, SART Teams, Campus Safety and Human Resources at all CIA domestic campuses.

All Campus Safety officers will receive an annual training on reportable crimes under the Clery Act including all forms of sexual harassment, including sexual violence, domestic violence, dating violence and stalking as set forth in this SaVE addendum. Campus Safety on all CIA campuses provides an escort service upon request.

All administrators, faculty and staff will be trained with respect to sexual harassment including sexual violence, domestic violence, dating violence or stalking in accordance with Title VII, Title IX, the Violence Against Women Reauthorization Act and the Campus SaVE Act during their first 60 days on campus. This training may occur through Sexual Harassment and SaVE online courses, as well as necessary training updates on sexual harassment, sexual violence, domestic violence, dating violence and stalking as set forth in this SaVE addendum.

Any CIA employee who is involved in responding to, investigating, or adjudicating sexual misconduct as set forth in the HSMD Policy, as well as this SaVE addendum will also receive training and updates on an annual basis facilitated through the Office of the Title IX/Age Discrimination Act Coordinator.

The Title IX/Age Discrimination Act Coordinator and all investigators are initially certified through ATIXA training, and will receive continuing education to include information on sexual harassment including sexual violence, domestic violence, dating violence and stalking as set forth in this SaVE addendum.

### SEXUAL ASSAULT RESPONSE TEAM (SART)

The following employees make up the SART advisors at each of the branch campuses:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SART role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daria Papalia</td>
<td>Director, Counseling &amp;</td>
<td>Provides confidential resources to victims in Title IX cases. Able to</td>
</tr>
<tr>
<td></td>
<td>Psychological Services</td>
<td>confidentially give students options for reporting to campus authorities,</td>
</tr>
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<td></td>
<td></td>
<td>local law enforcement, as well as community resources for medical and</td>
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<td></td>
<td></td>
<td>emotional support. Speaking with a counselor does not constitute a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>formal report to the CIA.</td>
</tr>
<tr>
<td>Nancy Bushinsky</td>
<td>Counselor, Therapist</td>
<td>Provides confidential resources to victims in Title IX cases. Able to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>confidentially give students options for reporting to campus authorities,</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td>formal report to the CIA.</td>
</tr>
<tr>
<td>Christiane Mueller</td>
<td>Counselor, Therapist</td>
<td>Provides confidential resources to victims in Title IX cases. Able to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>confidentially give students options for reporting to campus authorities,</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>formal report to the CIA.</td>
</tr>
<tr>
<td>Andrew Binnie</td>
<td>Counselor, Therapist</td>
<td>Provides confidential resources to victims in Title IX cases. Able to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>confidentially give students options for reporting to campus authorities,</td>
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<td>formal report to the CIA.</td>
</tr>
</tbody>
</table>

Continued on Page 120
### HYDE PARK, NY

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SART role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Butler</td>
<td>Area Coordinator</td>
<td>On call Residence Life staff that would be most likely to receive an initial report of a Title IX incident. Reporting an incident to a Residence Life staff member will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Ronnie Genee</td>
<td>Residence Director</td>
<td>On call Residence Life staff that would be most likely to receive an initial report of a Title IX incident. Reporting an incident to a Residence Life staff member will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Meka Harris</td>
<td>Residence Director</td>
<td>On call Residence Life staff that would be most likely to receive an initial report of a Title IX incident. Reporting an incident to a Residence Life staff member will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Christine Albain</td>
<td>Residence Director</td>
<td>On call Residence Life staff that would be most likely to receive an initial report of a Title IX incident. Reporting an incident to a Residence Life staff member will result in a formal investigation by the CIA.</td>
</tr>
</tbody>
</table>

*Aside from Counselors, all SART members are mandated to report any Title IX complaints to Joe Morano, Title IX Coordinator in Hyde Park, NY.

### ST. HELENA, CA

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SART role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Herrera</td>
<td>Counselor, Therapist</td>
<td>Provides confidential resources to victims in Title IX cases. Able to confidentially give students options for reporting to campus authorities, local law enforcement, as well as community resources for medical and emotional support. Speaking with a counselor does not constitute a formal report to the CIA.</td>
</tr>
<tr>
<td>Joshua Martin</td>
<td>Residence Life Director</td>
<td>On call Residence Life staff that would be most likely to receive an initial report of a Title IX incident. Reporting an incident to a Residence Life staff member will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Catherine Réblé</td>
<td>Student Affairs Manager</td>
<td>Able to give students options for reporting to local law enforcement, as well as community resources for medical and emotional support. Reporting an incident to any CIA official will result in a formal investigation by the CIA.</td>
</tr>
</tbody>
</table>

*Aside from Counselors, all SART members are mandated to report any Title IX complaints to Joe Morano, Title IX Coordinator in Hyde Park, NY.

### SAN ANTONIO, TX

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>SART role</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Goess</td>
<td>Director, Education</td>
<td>Able to give students options for reporting to local law enforcement, as well as community resources for medical and emotional support. Reporting an incident to any CIA official will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Mary-Sol Salinas</td>
<td>Manager, Learning Strategies</td>
<td>Able to give students options for reporting to local law enforcement, as well as community resources for medical and emotional support. Reporting an incident to any CIA official will result in a formal investigation by the CIA.</td>
</tr>
<tr>
<td>Shannon Gerome</td>
<td>Manager, Student Affairs</td>
<td>Able to give students options for reporting to local law enforcement, as well as community resources for medical and emotional support. Reporting an incident to any CIA official will result in a formal investigation by the CIA.</td>
</tr>
</tbody>
</table>

*Aside from Counselors, all SART members are mandated to report any Title IX complaints to Joe Morano, Title IX Coordinator in Hyde Park, NY.
IMMEDIATE RESOURCES

If the campus and local resources below do not provide the information you need, please visit rainn.org to speak to a counselor or find a rape crisis center near you. Please note that in an emergency situation, such as a student is at risk of harm to self or others, you should report directly to Campus Safety/Security or 911.

<table>
<thead>
<tr>
<th>HYDE PARK, NY</th>
<th>ST. HELENA, CA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Campus (Confidential)</strong></td>
<td><strong>On Campus (Confidential)</strong></td>
</tr>
</tbody>
</table>
| CIA Counseling & Psychological Services (CAPS)  
Student Commons 218  
845-905-4241 | Campus Safety  
845-451-1268 | Family Services, Inc.  
29 North Hamilton St.  
Poughkeepsie, NY  
845-452-1110, ext.  
3083  
Provides advocacy, forensic nursing services, and counseling | Dutchess County Sheriff  
150 North Hamilton St.  
Poughkeepsie, NY  
12601  
845-486-3800 |
| Student Affairs  
Student Commons 236  
(M–F: 8:30 a.m.–5 p.m.)  
Dennis Macheska  
845-451-1316 | Rape Crisis and Crime Victims Hotline  
(24 hours)  
845-452-7272 | Hyde Park Police  
845-229-9340 | |
| Planned Parenthood of the Mid-Hudson Valley  
1-800-230-PLAN (7526)  
Provides GYN exams, emergency contraception, pregnancy testing, HIV and STD testing | | | |
| Mid Hudson Regional Hospital of Westchester Medical Center  
845-483-5000  
https://www.sfhospital.org/ | | | |

Adopted September 30, 2014
From Any Campus

Title IX Coordinator
The Culinary Institute of America, pursuant to Title IX, Title VII, and state laws prohibits sexual harassment, which includes sexual assault and sexual violence. Reporting to the Title IX Coordinator will require the CIA to conduct an investigation. While your confidentiality can not be guaranteed, your privacy will be protected to the extent possible:

Joseph Morano–HR Director, Faculty Relations Title IX and Age Discrimination Act Coordinator
The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538
Office: Roth Hall Room S-326
Telephone: 845-451-1314
E-mail: J_Morano@Culinary.Edu

Index

AAS in Baking and Pastry Arts Curriculum .............................................................. 8
AAS in Culinary Arts Curriculum ............................................................................... 6
Academic Calendar, 2015–2016 ................................................................................ 5
Accidents .................................................................................................................... 21
Aid Suspension Due to Drug Conviction ................................................................. 30
Alcohol and Drug Policies ...................................................................................... 69
Alcohol Policy .......................................................................................................... 70
Alcohol/Substance Abuse Counseling and Assistance ............................................. 75
Alcohol, Underage Consumption of ........................................................................ 70
Alma Mater ............................................................................................................... 86
Assistance, Whom to Contact in Specific Areas ..................................................... 13
Approved Functions and Restaurants (Alcohol) .................................................... 72
Bouncing a Check .................................................................................................... 37
Building Monitoring ............................................................................................... 24
Campus Climate ....................................................................................................... 65
Campus Directory ................................................................................................... 10
Campus Life ............................................................................................................ 15
Campus Map ........................................................................................................... 2
Campus Safety .......................................................................................................... 20
Campus SaVE Act Addendum, Harassment, Sexual Misconduct, and Discrimination Policy ................................................................. 110
Career Connect ....................................................................................................... 45
Career Services ........................................................................................................ 28
Cell Phones and MP3 Players .................................................................................. 46
CIA Main Menu ....................................................................................................... 45
Clubs, Student ......................................................................................................... 19
College Colors ......................................................................................................... 16
Commencement Awards .......................................................................................... 47
Computer Lab, Student .......................................................................................... 44
Conrad N. Hilton Library Catalog .......................................................................... 45
Continued Financial Aid Eligibility ........................................................................ 30
Counseling and Mental Health Resources ............................................................. 29
Cost of Attendance ................................................................................................. 31
Culinary Course Management System (Moodle) ................................................... 45
Curriculum, AAS in Baking and Pastry Arts ......................................................... 8
Curriculum, AAS in Culinary Arts ........................................................................... 6
Dietary Restrictions ................................................................................................. 48
Dining Services ....................................................................................................... 47
Disabled Vehicles ................................................................................................... 24
FOR YOUR INFORMATION

ADMISSIONS
1-800-CULINARY (285-4627)
210-554-6400
ciasanantonio@culinary.edu

CAREER SERVICES
845-451-1275

CONTINUING EDUCATION
1-800-888-7850

DVD AND VIDEO SALES
1-800-888-7850

EDUCATION
210-554-6452

LEARNING STRATEGIES CENTER/LIBRARY LEARNING COMMONS
210-554-6465 (San Antonio)
845-905-4638 (Hyde Park)
845-905-4639 (TTY/TDDY)

PEARL SECURITY SERVICES
210-889-5287

STUDENT AFFAIRS
210-554-6451

STUDENT FINANCIAL & REGISTRATION SERVICES
845-451-1500
SFRS@culinary.edu

WEBSITES
www.ciachef.edu
www.ciaprochef.com
www.ciarestaurantgroup.com

The CIA San Antonio and the CIA at Greystone are branches of the CIA, Hyde Park, NY. The CIA Singapore is an additional campus.

The Culinary Institute of America, San Antonio
312 Pearl Parkway, Building 2, Suite 2102
San Antonio TX 78215