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INSTITUTE CATALOG

2017

Volume 3

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## WELCOME

Welcome to IGA we pride ourselves in providing education for students that have a passion for the culinary arts. We train our students to become contributing citizens. Your experience will be excellent and you will be able to seek employment in establishment's worldwide.

## STATEMENT OF PURPOSE

We train our students with a specialization in culinary arts, developing the attitudes and values required for the formation of responsible, critical, caring persons with an ethical conscience in order to cover the national and international demand.

## MISSION

We focus on students interested in forging a suitable and safe future that allows them to achieve an economic independence while maintaining the social commitment of trustworthy professionals.

## VISION

Strengthen the leadership in the America's and rank our brand in strategic spots at the international level, expanding through new business units and incorporating cutting edge technologies applied to education

## LANGUAGE

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## ACADEMIC CALENDAR

### Summer 2017

May 8, 2017	Summer semester starts
May 29, 2017	Memorial Day (no classes)
June 12, 2017	Last Day to drop classes
July 4, 2017	Independence Day (no classes)
August 7-12, 2017	Registration for Fall 2017 classes
August 14-19, 2017	Finals/Classes end

<b>Fall 2017</b>	
August 28, 2017	Fall semester starts
September 5, 2017	Labor Day (no classes)
October 2, 2017	Last day to drop classes
October 9, 2017	Columbus Day (no classes)
November 10, 2017	Veterans Day (no classes)
November 23-26, 2017	Thanksgiving (no classes)
December 4-9, 2017	Registration for Spring 2018
December 11-16, 2017	Finals/ Classes end

\*\*Classes scheduled for November 24, 2016 will meet on Monday November 21, 2016

\*\*Classes scheduled for November 26, 2016 from 8:00am to 10:50am will meet on Monday November 28, 2016

\*\*Classes scheduled for November 26, 2016 from 11:00am to 1:50pm will meet on Wednesday November 30, 2016

The Academic Calendar dates are subject to change. If a student wishes to reschedule a date, they should contact the instructor at the beginning of the semester. Please submit all of your questions to the academic director.

### **GENERAL INFORMATION LICENSING**

IGA Culinary Group LLC is a private institution organized as a for profit corporation under the laws of the State of Florida. Licensed by the Commission for Independent Education, Florida Department of Education. Additional Information regarding this institution may be obtained by contacting the commission at 3256 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400 toll-free telephone number (888) 224-6684.

### **HOURS OF OPERATION**

School Hours:

Monday to Friday	9:00 AM – 10.00 PM
Saturday	9:00 AM – 1:00 PM

Office Hours:

Monday to Friday	9:00 AM – 6.00 PM
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Library Hours:

Monday to Friday	9:00 AM – 10.00 PM
Saturday	9:00 AM – 1:00 PM

### **ACCREDITATION**

IGA is currently not accredited.

## **SEMESTER SYSTEM**

The semester system at IGA will run from Jan to May/ May to Aug/ and Aug to Dec.

The semester system at IGA runs as follows:

15 weeks of instruction for the Fall Semester.

15 weeks of instruction for the Spring semester.

8 weeks for instruction for the Summer semester.

## **ORGANIZATION AND ADMINISTRATION**

### **OFFICERS OF THE INSTITUTE**

The organizational structure is simple and flexible, allowing the Institute to expand to fit the diversification of the Institute programs and new demands based on growth. The Institute administrators consists of the following:

President- Alejandro Milberg

Executive Director-Brenda Zicareilli

As the Institute develops through increased enrollment there will be an increase in leadership and operational position. These positions will include: Deans, Director of Student Development, Admissions Director, and others.

### **LEGAL CONTROL**

IGA Culinary Group LLC is a for profit institution in the State of Florida.

### **GOVERNANCE OF THE INSTITUTE**

The officers manage the operation of the Institute. The officers have the authority to conduct the following functions:



- Establish policies and procedures for the Institute
- Select the President of the Institute
- Amend and approval the annual budget of the Institute
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of the Institute

### **INSTITUTE ADMINISTRATORS**

#### **PRESIDENT**

The role of the President of the Institute is to oversee all Institute functions and all ultimate decision-making (except those decisions requiring Board approval); give final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); network with pertinent industry personnel; promote the Institute within the community; modify the purpose and missions of the Institute as it grows and develops and as the needs of students and the market change over time; and perform other duties as designated by the Board of Directors.

#### **EXECUTIVE DIRECTOR**

The responsibilities of the Executive Director include the supervision of academic affairs, faculty and student services. The incumbent administers the day-to-day operations of the Institute consistent with the standards and procedures adopted by the Institute.

### **FACILITIES**

The school is located at 10795 Biscayne Blvd, Miami, Florida 3361. The 4,017 Square foot facility is equipped to accommodate the needs of the Institute's students, faculty, and staff. Classrooms contain adequate seating and traditional educational equipment applicable to the specific educational area. In addition, several classrooms contain the latest in technological and audio-visual devices to provide students with an advanced educational experience. The Institute facility also includes labs and small classrooms, where faculty may hold smaller learning sessions. Students have access to the Institute library's computer lab, which holds the latest in computer technology and high-speed Internet connections.

### **MAJOR POLICY STATEMENTS**

This section of the Institute catalog outlines policies and procedures relevant to students enrolled at IGA.

## **STUDENTS WITH DISABILITIES POLICY**

IGA does not discriminate on the basis of disability in the admission or access to, or operations, its programs and activities. IGA does not discriminate in the basis of disability in its hiring or employment practices. The Institute administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

### **HEALTH AND SAFETY**

The Institute acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to the Institute. It is the policy of the Institute to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, the Institute will, when reasonably practical:

- Provide and maintain safe and healthy working conditions;
- Provide and maintain safe machinery;
- Provide information, training and supervision to enable staff and students to perform their work safely;
- Maintain high standards of health, safety and welfare in all Institute activities.

### **FREEDOM OF ACCESS/NON-DISCRIMINATION**

IGA is open to all students who are qualified according to the published admission standards. The Institute encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. The Institute is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All Institute employees have a responsibility to maintain their work free of discrimination.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to Institute Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human

Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. IGA will investigate all complaints. The investigation may include interviews, preparation of statements, reports with summary of the investigation, description of the process, findings and recommendations. Reports will be kept confidential.

The Institute may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the Institute will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined the Institute Officers. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but IGA reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher Institute authority, which will re-evaluate the determination as deemed appropriate.

### **ACADEMIC INTEGRITY POLICY**

Integrity is essential to an educational institution and to the entire educational experience. Individual students, faculty, and staff members must affirm this quality. The importance of integrity and ethics is an integral part of life at IGA

The Academic Integrity Policy requires that all members of the Institute conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at IGA. The Institute will take severe action against dishonest students, faculty, staff, and administrators.

Self-expression is also an essential component to a rewarding and fulfilling educational experience. The Institute setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. However, while the goal of the Institute is to educate and encourage, it also must curtail behavior that adversely affects

others. As such, IGA policies require that such self – expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

## **ACADEMIC FREEDOM AND RESPONSIBILITY**

IGA is dedicated to fostering and preserving the search for truth and its free expression. Academic freedom is essential to this purpose. Freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Each dean and faculty member (full, part-time, or adjunct) has the individual freedom of inquiry and expression in research, publication, and in the teaching of his or her subjects and courses.

## **ALCOHOL AND DRUG USE**

IGA as an institution of higher education is dedicated to the well being of all members of the Institute students, faculty, employees, and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of IGA to prevent substance abuse through education and prevention. The Institute recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the Institute's policy to work with members of the Institute community to provide channels of education and assistance. However, it is the responsibility of the individual to seek assistance. The Institute also recognizes that the possession and/or use of certain substances are illegal, and the Institute is obligated to comply with local, state, and federal laws.

IGA's alcohol and drug policies are as follows:

While on campus or engaged in any Institute related-activity, members of the Institute community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal;

Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the Institute will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;

Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the Institute community who has a substance abuse problem lead a productive work and/or academic life free of the substance abuse.

### **TOBACCO USE POLICY**

The Institute wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Florida's Clean Air Act (FCIAA), smoking is prohibited in all Institute buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative offices, dining facility, or any other facility owned or controlled by the Institute. Institute administrators may subject to disciplinary action as deem students, faculty members, or staff found in violation of this policy appropriate.

### **POLICY AGAINST SEXUAL HARRASSMENT**

It is the intent of IGA to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At IGA, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated

promise of preferential treatment or negative consequence concerning one's employment status or student status;

- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At IGA sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any Institute Administrator. All allegations of sexual harassment of or by a student, faculty member, or any other Institute personnel will be promptly and thoroughly investigated by the Institute Officers.

IGA recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with

swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

It is improper conduct for an IGA faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any Institute employee and a student enrolled in the Institute may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the Institute environment. At IGA, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

### **POLICY AGAINST HAZING**

In compliance with Florida law, IGA defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of IGA. Therefore, such conduct will not be tolerated. Every effort will be made by IGA to guarantee that hazing will not victimize students.

### **LIBRARY USE POLICY**

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian for reference materials may grant special permission on occasion where necessary and appropriate

The Library space at IGA is 637 square feet. The area has tables and chairs as well as computers for the students to use. There is sufficient space for students to study and meet with others in the library space.

IGA has purchased LIRN, which has an extensive number of resources for the students such as:

- Gale/Cengage: Business Insights Global, Academic ASAP, Academic OneFile, Business Resource Center, Criminal Justice Center, Computer, Custom Newspapers, General Business File, Health & Wellness Resource Center, Health Academic, INFORME!, LegalTrac, Literature, Newsletters, One File, Opposing Viewpoints.
- ProQuest: Psychology Journals and eLibrary.
- Bowker: Books in Print, Books in Print for Patrons, and Resources for College Libraries (RCLweb).

### **COMPUTER USE POLICY**

IGA computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The Institute views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of IGA. It applies to all users of the Institute's computing resources, including students, faculty, employees, alumni and guests of the Institute. Computing resources include all computers, related equipment, software, data and local area networks for which the Institute is responsible.

The computing resources of IGA are intended for legitimate business of the Institute. All users must have proper authorization for the use of the Institute's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the Institute's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.



Computer hardware and software is the property of IGA and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy Institute-purchased or leased software.

### **EMAIL AND INTERNET USE POLICY**

All email communications sent or received at the Institute should be considered official Institute correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. The Institute under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at IGA have access to the Internet. It is expected that all individuals using IGA computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

### **RULES REGARDING THE USE OF COMPUTERS**

The following rules apply to all users of the IGA's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for Institute related activities only.
2. Accounts are considered the property of IGA.
3. An IGA Officer must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the Institute's rules.
6. Electronic communications facilities, such as E-MAIL are for IGA related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using IGA computers.

8. Computers users are required to abide by federal copyright laws and IGA's policy regarding the use of all digital materials, including peer-to-peer file sharing.

The appropriate procedures and agents will address inappropriate conduct and violations of this policy. In cases where a user violates any of the terms of this policy, the Institute may, in addition to other remedies, temporarily or permanently deny access to any and all IGA's computing resources and appropriate disciplinary actions may be taken.

## **REGISTERING COMPLAINTS AGAINST INSTITUTE STAFF**

### **GRIEVANCE PROCEDURES**

If any student deems it necessary to file a grievance against an IGA employee he or she must report such incident to the Executive Director. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the Executive Director as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the Executive Director, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, IGA encourages the student to go directly to the President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the Executive Director. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the Executive Director.

Upon receipt of a written formal complaint by a student, the Executive Director will consider the complaint. After such an investigation IGA, Executive Director will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, IGA will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student.

\* Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399 - 1-888-224-6684 Toll-Free

## **REMEDIES**

If it is determined that such grievance has appropriate support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or programs, in accordance with applicable provisions, if any, of contracts, employment regulations, faculty and employee handbooks, or the like.

## **REVIEW BY A REPRESENTATIVE COMMITTEE**

The student may appeal this determination to an appeals committee consisting of members of the administration, faculty and student body. This committee has the right to review the determinations and to reverse or amend such decisions.

## **STUDENT CONDUCT**

### **STUDENT CONDUCT CODE**

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by IGA. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Institute.
2. Forgery, alteration, or misuse of Institute documents, records, or identification.
3. Theft of and/or damage to property of the Institute, of a member of the Institute community or of a visitor to the Institute.
4. Unauthorized entry to, or use of, Institute facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on Institute owned property or at Institute sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the Institute community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:

- Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
- Verbal Harassment-statements incorporating abusive, obscene or threatening language.
- Physical Harassment - use of, or threatened use of, physical force or violence.
- Stalking - willfully, maliciously, and repeatedly following or harassing another person.
- Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.

8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.

9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.

10. Purporting to or representing another person, an organization, or the Institute improperly without the consent or authority.

11. Lying or perjuring self to Institute official.

12. Attendance during the commission of a violation of the Institute student conduct code constitutes permission or condoning of the act.

13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or IGA's policy.

14. Violating the Institute smoking tobacco use policy in specified facilities.

15. Soliciting/selling for personal or organizational profit without proper consent of Institute officials.

16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.

17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument, which may be used to cause injury to body or damage to property.

18. Violation of other published Institute policies, rules or regulations.

### **ACADEMIC DISHONESTY**

### **CHEATING AND PLAGIARISM**

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or

larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

### **RESPONSIBILITIES OF STUDENTS CONCERNING ACADEMIC DISHONESTY**

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat.

Students must inform the faculty member if cheating or plagiarism is taking place.

### **DISCIPLINARY STANDINGS**

A student's status with regard to discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

#### **GOOD STANDING**

The status of good standing indicates that a student has been duly enrolled in the Institute and is eligible to participate in all activities of the Institute. A student is presumed to be in good standing unless the student engages in an established misconduct.

#### **WARNING**

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by IGA.

## **DISCIPLINARY PROBATION**

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the Institute community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from IGA. The Executive Director may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Registration Department. If while on disciplinary probation a student is found responsible for a further infraction of Institute policies/regulations, the student will be subject to the possibility of suspension/expulsion from IGA.

## **SUSPENSION**

The status of suspension indicates the suspension/separation of the student from IGA for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The Executive Director may impose suspension.

Statement of offense and decision will be placed in the student's file in the Registration Department.

## **EXPULSION**

This status, the most serious disciplinary action taken by the Institute, indicates the immediate, involuntary and permanent separation of a student from IGA because of established gross misconduct on the part of a student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to IGA. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion.

## **APPEALS TO DISCIPLINARY STANDINGS**

A student may appeal any of the above decisions in writing to the Executive Director within thirty (30) working days.

## **DISCIPLINARY RECORDS**

IGA will retain disciplinary records for one year after graduation. The Institute reserves the right to keep records for a longer period of time if so specified in the sanction letter.

## **STUDENT DEVELOPMENT**

Under the supervision of the Executive Director, the Institute student services are in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty and administration.

## **ACADEMIC ADVISING**

As previously mentioned, IGA is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the Executive Director to advise and mentor students with regards to academic and professional decisions. In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

## **PLACEMENT SERVICES**

Students who are approaching graduation should contact the Executive Director. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Florida. Students will receive information about employers in the South Florida area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, IGA staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques. IGA does not guarantee employment.

## STUDENTS WITH DISABILITIES

IGA does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities. IGA does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws.

The Institute currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the Executive Director. On occasion, the Executive Director may work together with the President to resolve requests concerning academic adjustments.

With the goal of promoting integration and equality among the student population, the Institute provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations within the first two weeks of each semester, and provide appropriate documentation to the Executive Director. Documentation received may be questioned if proper credentials are not provided, the person is not treating the student, or if the diagnosis is without supporting data. The Institute maintains all records as confidential.

Upon review of the documentation, the Executive Director will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The Executive Director will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Executive Director in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the Executive Director, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. The Institute provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.



IGA will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to Procedure for Grade Appeals.

### **APPEAL DISABILITY DOCUMENTATION DECISION**

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Executive Director. Such an appeal must be made in writing to the Executive Director not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Executive Director, shall be submitted together with the notice of appeal.

The Executive Director shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

### **IGA SCHOLARSHIP PROGRAMS**

IGA Culinary School offers scholarships – ranging from academic to financial – available to students who meet the criteria set by the institution. The institution does not advertise scholarships. Scholarships are available for those who qualify and scholarship amounts subject to change. Scholarship amounts are applied towards the student's tuition and are typically disbursed in one installment per semester.

- ❖ Abraham Lincoln Scholarship: A scholarship program funded by IGA and available to applicants who achieve academic excellence. To benefit from this scholarship, students must apply, have a minimum High School GPA of 3.5, and maintain a 3.50 GPA each semester. The scholarship amounts range from \$11,520 up to \$23,100 of the total cost of tuition for all academic programs. The scholarship is awarded toward the student's tuition in equal installments per semester given that the student meets the criteria.
  - Criteria for eligibility includes: Acceptance by IGA in an academic program of study, maintaining a minimum GPA of 3.5, 3 Letters of Recommendation, and being enrolled in at least 12 credits per semester. The criteria includes an acceptance by the IGA Board of Directors, and amounts per scholarship award are determined by the Board on a case by case basis.

- ❖ George Washington Scholarship: A scholarship program funded by IGA and available to applicants who have an unmet need and do not received other scholarships that cover some or all the cost of tuition. To benefit from the scholarship students must apply and have a minimum High School GPA of 3.0, and maintain a 3.2 GPA per semester. The scholarship amounts range from \$9,600 up to \$19,250 of the total cost of tuition for all academic programs. The scholarship is awarded toward the student’s tuition in equal installments per semester given that the student meets the criteria.
  - Criteria for eligibility includes: Acceptance by IGA in an academic program of study, maintaining a minimum GPA of 3.2, 3 Letters of Recommendation, and being enrolled in at least 12 credits per semester. The criteria includes an acceptance by the IGA Board of Directors, and amounts per scholarship award are determined by the Board on a case by case basis.
  
- ❖ Ronald Reagan Scholarship: A scholarship program funded by IGA and available to applicants who have graduated from another program of study at IGA school and/or from an IGA school in another country, and desire to continue their studies with IGA Culinary School in Miami. To benefit from the scholarship students must apply and demonstrate to have graduated from an IGA program. The scholarship amounts range from \$7,680 up to \$15,400 of the total cost of tuition for all academic programs. The scholarship is awarded toward the student’s tuition in equal installments per semester given that the student meets the criteria.
  - Criteria for eligibility includes: Demonstrating successful completion of a program of study at IGA, with a copy of Diploma and official transcripts. The criteria includes an acceptance by the IGA Board of Directors, and amounts per scholarship award are determined by the Board on a case by case basis.

Additional Terms and Conditions for all Scholarships:

- ❖ Students may only qualify for one type of scholarship.
- ❖ To benefit from the Scholarship the student must be a Fulltime Student (at least 12 credits per semester)
- ❖ A completed Scholarship form is required.
- ❖ Scholarship amounts are determined by the Board of Directors on a case by case basis. Scholarship amounts range from 40%, 50% & 60% of total Tuition and are applied in equal installments per semester. The amount of scholarships are determined by the board based on a combination of the review of the applicant’s request via the scholarship application and the student’s academic record. All

- applicants are considered and evaluated individually on overall profile from the supporting documentation provided and an interview with the Admission's Office at IGA.
- ❖ Applicants are informed about the scholarship determination via email approximately 10 days from the date of submitting the application.
  - ❖ All institutional scholarships are awarded prior to the student's first semester and carried throughout the student's program at IGA, given that the student maintains the criteria – including the academic requirements per scholarship.
  - ❖ IGA Scholarships are very competitive and limited, granted on a first come, first served basis. Students are encouraged to apply early, and scholarships do not cover books and other fees.
  - ❖ Scholarships are available until funds are exhausted per semester.

Information and applications for Scholarships are available through the Admission's Office. To further assist students, the school can also provide students with a listing of websites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.

All scholarship applications may be submitted to the Admission's Office at IGA Culinary School.

Scholarship Application Deadlines:

Fall 2016: August 15, 2016

Spring 2017: December 15, 2016

Summer 2017: April 25, 2016

Fall 2017: August 15, 2016

## TUITION AND FEES

### Certificate in Culinary Arts:

Tuition Fee .....	\$17,000.00
Registration Fee (Non-refundable) .....	\$100.00
Books & Materials (Non-refundable) .....	<u>\$2,200.00</u>
Total Program Cost .....	\$19,300.00

### Certificate in Bakery and Pastry:

Tuition Fee .....	\$17,000.00
Registration Fee (Non-refundable) .....	\$100.00
Books & Materials (Non-refundable) .....	<u>\$2,200.00</u>
Total Program Cost .....	\$19,300.00

### Associate in Culinary Arts:

Tuition Fee .....	\$35,000.00
Registration Fee (Non-refundable) .....	\$100.00
Books & Materials (Non-refundable) .....	<u>\$3,500.00</u>
Total Program Cost .....	\$38,600.00

### Associate in Bakery and Pastry:

Tuition Fee .....	\$35,000.00
Registration Fee (Non-refundable) .....	\$100.00
Books & Materials (Non-refundable) .....	<u>\$3,500.00</u>
Total Program Cost .....	\$38,600.00

## FINANCIAL AID

At this time there is not financial aid available.

## ADMISSIONS

### ADMISSION REQUIREMENTS

Applicants will be considered for admission if they satisfy the following:

- Submit a High School Diploma or a GED
- Submit a completed Admissions Application,

- Submit a \$100 nonrefundable application fee,
- Submit an updated Resume,
- Submit a personal statement that describes the applicant's professional accomplishments and goals.
- Copy of valid government issued ID.

### **ENTRANCE/ADMISSION REQUIREMENTS:**

Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

### **PAYMENT METHODS**

The Academic Calendar will indicate the Payment Due Date for tuition and fees. Tuition and fees may be paid by credit card, check or money order at the Administration Department. On or before the last day of the Registration Period, the students should have either

- (i) Paid in full;
- (ii) Or paid a deposit of \$150.00 or more and elected to participate in the Payment Plan that allows students to pay in installments.

Those students who choose to pay in installments during the semester must do so according to the Payment Plan, with a minimum deposit of \$150.00 and the rest paid in installments with no interest charges, payable on Installment Due Dates, as set forth by each individual student. All installments must be paid one month prior to the end of the semester. All late payments will have a penalty of \$25 late fee charge to the account.

### **REGISTRATION CANCELLATION FOR NON-PAYMENT**

Failure to pay tuition in full, or the installment amount due by the payment due dates set forth by the individual student will result in the University's cancellation of the student's registration for that semester.

## **CANCELLATION FOR NON PAYMENT POLICY**

Students whose registration is cancelled for non-payment, may: (i) request a refund of all partial payments made according to the withdrawal schedule below; or (ii) the student may petition for reinstatement (if approved, the student must immediately pay all tuition and fees plus a \$25 late fee and reinstatement fee of \$100.00.) For more information regarding reinstatement please contact the Registration Department.

For those students who elect the Payment Plan, failure to make timely payments on the Installment Due Dates in one semester will result in the reduction of the number of installments the student will be eligible for by one installment for any subsequent semester that the student elects the Payment Plan.

## **REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

## GROUNDS FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

## UNITS OF CREDIT

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total clock hours per semester:

1 lecture = 15 hours

1 laboratory credit = 30 hours

1 internship/externship or practicum credit = 45 hours

A credit hour is defined as: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

All of our courses comply with the following:

(a) Credit in traditionally delivered programs measured in credit hours must be calculated based on one of the following attribution formulas: (i) One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is:  $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$ ; or

(ii) One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30

hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45).

### **ATTENDANCE POLICY**

Students are expected to attend all scheduled Institute classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than 2 “free” absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

### **STUDENT TARDINESS POLICY**

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardies or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardies or has left class early 6 times, the instructor will contact the Executive Director to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

### **TRANSFERABILITY OF CREDITS**

Students seeking to transfer credits earned at another postsecondary institution to IGA or from IGA to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits. The policy of the Institute regarding the evaluation of course content from other universities to determine its equivalency with a course offered at IGA is that approximately three-fourths of the course content must match the content of the course offered at IGA if it is



to be accepted for transfer. For evaluation purposes, students must provide a copy of the course description for the course to be evaluated and the school catalog for the time period during which the course was taken. Evaluations are handled on a case-by-case basis. Students who request an evaluation to transfer credits from universities or colleges must pay a fee of \$350 before any evaluation of transfer credits can take place and the maximum allowable number of credits transferrable is 20 credits.

Decisions regarding transferability of credits are not necessarily made prior to enrollment. Only students who have been fully admitted to IGA may submit their transcripts and course descriptions for evaluation. Students are encouraged to submit official transcripts as soon as possible. IGA recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Registration Department. On occasion, the Registration Department may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

Courses may be denied for transfer under the discretion of the Registration Department depending on the date courses were originally taken. A grade of C or higher is required to receive transfer credit. However, grades for classes that were transferred from another Institute are shown as “TR” on the transcript and will not be used in computing the student’s grade point average.

### **CHANGE OF PROGRAM**

Students who contemplate a change from one program to another should discuss this possibility with the Executive Director to determine the effect such a change would make on the student’s satisfactory academic progress. The Institute defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program.

If a student changes his/her program only those credits that are common to both programs will be accepted toward the new degree program.

### **LEAVE OF ABSENCE**

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. The Institute may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, the Institute will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

All requests for a leave of absence must be made in writing, signed and dated. The Registration Development will evaluate all requests on a case-by-case basis; these must include the reason for the student's request, and are subject to further documentation before receiving authorization. All documentation will remain confidential at the Registration Department. Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. This notification will also be made available to concerning departments.

Students must return to the Institute by the date for which the period for the authorized leave of absence ends. If a student fails to enroll in the semester following the last term in the authorized leave of absence, the student will have failed to maintain continuous enrollment, and will be treated as a withdrawal. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began.

### **SATISFACTORY ACADEMIC PROGRESS**

#### **OVERVIEW**

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in the IGA Catalog. To maintain satisfactory progress, the student must:

Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program

Establish and maintain at least a 2.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another Institute are shown as “TR” on the transcript and will not be used in computing the student’s grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
  
- Repeated courses
- Grades of “Incomplete”
- Changing programs
- Probation or suspension
- Grade appeal process

## **SATISFACTORY ACADEMIC PROGRESS**

### **SATISFACTORY ACADEMIC PROGRESS POLICY IN BAKERY AND PASTRY ARTS**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program. As described below, each student must achieve the

minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the AS in Culinary Arts.

## **SATISFACTORY ACADEMIC PROGRESS POLICY IN CULINARY ARTS**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the AS in Culinary Arts.

### **MAXIMUM TIME FRAME FOR DIPLOMA PROGRAMS**

#### **MAXIMUM TIME FRAME (MTF)**

##### **Bakery and Pastry Diploma**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their classes will complete the Bakery and Pastry Diploma program in 24 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 36 credits.

The MTF, which is 1.5 times the normal completion time of 24 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at IGA. Any student who does not successfully complete the Bakery and Pastry Arts Diploma program within the 36 credits MTF cannot earn a Bakery and Pastry Arts Diploma.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the degree program will be multiplied by 1.5 to determine that student's MTF.

### **MAXIMUM TIME FRAME (MTF)**

#### **Culinary Arts Diploma**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their classes will complete the Culinary Arts Diploma program in 24 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 36 credits.

The MTF, which is 1.5 times the normal completion time of 24 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at IGA. Any student who does not successfully complete the Culinary Arts Diploma program within the 36 credits MTF cannot earn a Culinary Arts Diploma.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the degree program will be multiplied by 1.5 to determine that student's MTF.

## **MAXIMUM TIME FRAME FOR ASSOCIATE PROGRAMS**

### **MAXIMUM TIME FRAME (MTF)**

#### **Associate in Bakery and Pastry**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the AS in Bakery and Pastry program in 76 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 114 credits.

The MTF, which is 1.5 times the normal completion time of 76 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at IGA. Any student who does not successfully complete the AS in Bakery and Pastry Arts degree program within the 114 credits MTF cannot earn AS in Bakery and Pastry Arts.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the degree program will be multiplied by 1.5 to determine that student's MTF.

### **MAXIMUM TIME FRAME (MTF)**

#### **Associate in Culinary Arts**

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the AS in Culinary Arts program in 77 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 115.5 credits.

The MTF, which is 1.5 times the normal completion time of 77 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at IGA. Any student who does not successfully complete the AS in Culinary Arts degree program within the 115.5 credits MTF cannot earn AS in Culinary Arts.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the degree program will be multiplied by 1.5 to determine that student's MTF.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION**

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
  - A. The student will remain on academic probation until:
    - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
    - (2) The student retakes the failed course and fails it again; or,

- (3) The student takes another course (before retaking the first course) and fails it.
  - B. If the student takes the course a second time and passes it, the student is removed from academic probation.
  - C. If the student fails the course for a second time, the student is academically dismissed from the institute.
  - D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.

- A. The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.
- B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the Institute.

**APPEALS**

A student may appeal any of the above decisions in writing to the Executive Director within thirty (30) working days.

**ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to IGA until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

**GRADING SYSTEM**

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted

Grade Scale – Based on a 4.0 scale.			
A	93-100%	Passing	4.0
A-	91-92%	Passing	
B+	89-90%	Passing	

B	85-88%	Passing	3.0
B-	83-84%	Passing	
C+	81-82%	Passing	
C	77-80%	Passing	2.0
C-	75-76%	Failure	
D+	73-74%	Failure	
D	69-72%	Failure	1.0
D-	67-68%	Failure	
F	0-66%	Failure	0.00
Satisfactory		Not Computed	
Unsatisfactory		Not Computed	
W	Withdrawal/Prior to 50% completion		Not Computed
WF	Withdrawal/After 50% completion		0.0
WNA	Withdrawal/Non Attendance		Not Computed
<i>*Converts to grade of F if no grade is entered by end of two weeks.</i>			
<i>* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.</i>			
<i>** Grade not calculated in CGPA and course hours are not included in total credits attempted.</i>			

### Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

### Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

### TR Grade



A grade of TR is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

### **W Grade**

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

### **WP Grade**

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

### **WF Grade**

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

## **QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I: End of the second semester:	2.0	66%
Interval II: End of the third semester:	2.0	96%

### **QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66% of credits attempted) each academic semester. Additionally, a student must complete his or degree within a maximum timeframe of attempted credit. The timeframes are as follows for the AS Degree.

Associate of Science Degree in Bakery and Pastry Arts = 114 maximum attempted credits

Associate of Science Degree in Culinary Arts = 115.5 maximum attempted credits

The Maximum Time Frame for the Completion of any program of study is 150% of the credits designated for the program in the Institute catalog. A student will not be making Satisfactory Academic Progress if the institute determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in a different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program.

### **APPEALS**

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director and President will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

## **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to IGA until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

## **ACADEMIC PROBATION**

Each student enrolled at IGA must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined on Pages 38-40. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress.

## **RESTRICTED COURSE LOAD**

Conditions That May Result In Probation, Restricted Course Load Status, and/or Termination

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the Institute's determination of the lack of Satisfactory Academic Progress in writing to the Executive Director. The Executive Director may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the Institute.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the second semester, unless the student appeals

the Institute's determination of the lack of Satisfactory Academic Progress in writing to the Executive Director. The Executive Director may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.

3. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study at the Institute.

### **INCOMPLETE GRADE IN A COURSE**

If a student receives a grade of A, B, C in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

### **REPEAT COURSES**

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then both grades earned will be included in the calculation of the cumulative grade point average.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

### **READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS**

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the Institute's determination to the Executive Director (as provided below in the Appeal section) and the Executive Director grants the student's appeal. The Executive Director will consider mitigating circumstances in addressing the appeal.

If the Executive Director grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Executive Director's discretion, as appropriate) during the student's next semester of attendance in any program of study at IGA.

### **APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS**

If IGA determines that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the Institute's determination in writing to the Executive Director. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the Institute's decision to terminate or not to readmit the student into his or her program of study at IGA.

The Executive Director will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study at the Institute despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Executive Director in conformity to the principles and standards described in this catalog and will be final and binding on the student.

### **PROCEDURE FOR GRADE APPEALS**

There is a committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the "Grades Committee," consists of the Executive Director and two faculty members. The Grades Committee members are

proposed every semester by the Executive Director and approved by the President. The Committee establishes its internal decision-making procedure, which will be made public.

The faculty member responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.

A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

- If the grade challenged is in a course, the student will first discuss the matter with the faculty member teaching the course in an effort to resolve the grievance informally.
- If the grievance is not settled, the student may then file the Grade Appeal Form with the Executive Director.
- The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.
- The Executive Director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation.
- The Executive Director will render a decision within thirty (30) calendar days and inform the student and faculty member in writing.
- If the student wishes to appeal the decision of the Director, he or she may request that the Grades Committee review the decision.
- The Grades Committee will make a formal review hearing both the student and faculty member.

- The Committee will reach a decision within thirty (30) calendar days and notify the student, the faculty member, and the Executive Director in writing.

The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.

The student and/or the faculty member may appeal the decision of the Grades Committee to the Executive Director no later than five (5) working days after the Committee's decision.

The Executive Director's decision shall be final.

## **GRADUATION POLICY**

Students who have maintained at least a 2.0 GPA and have completed all the required coursework for their major are eligible for graduation.

Application for graduation must be made to the Institute Registrar by the end of the fifth week of classes in the student's final term. The Institute Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (10) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

## **STUDENT RECORDS**

Students should be aware that student records submitted to the Institute become the property of the Institute and shall not be released to third parties. The Institute in any manner that the Institute deems appropriate may use such records.

A hold shall be placed on the records of any student that owes an obligation to the Institute. A student may not register or receive a transcript from the Institute until the obligation is paid in full to the Institute and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

## **TRANSCRIPT REQUESTS**

Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a transcript request form. The Institute will release the transcript to the student. Transcript requests may be made in person or by mail. The Institute will charge \$25.00 for official transcripts, and \$5.00 per non-official transcript. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

## **STUDENTS' RIGHT TO KNOW**

The Institute has policies that ensure that students have access to records as provided under federal and state law. IGA is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

## **AMENDMENT OF RECORDS**

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the IGA official who maintains the records amend them. The Institute will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the Institute for further determination or confirmation. If the Institute decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

## **HEARING PROCEDURES**

If the request for a change in the student's records is denied, the student may appeal the decision to the Executive Director within thirty (30) days and ask for a hearing. The



Executive Director shall designate a hearing committee that will include one administrator other than the one who has denied the request and two faculty members of IGA.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the Institute remains open. The challenge to be considered in such hearings may extend only to the material in the respective Institute file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the Institute's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

### **MAINTENANCE OF STUDENT RECORDS**

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

### **PROGRAMS**

Great care has been taken by the Institute and its faculty to develop educational programs and curricula that are consistent with appropriate criteria and standards in the subject area involved. The educational programs and curricula are of an appropriate level of difficulty for the degree offered.

The programs and curricula of IGA have been developed to meet the needs of the students. The Institute has been designed to attract high caliber students who are academically able and who are motivated to become contributing members of society. The Institute will remain sensitive to the needs of the business and professional community, and strive to produce graduates with the skills and abilities required in today's workforce.

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the degree. A detailed description of the curriculum for each of these programs is contained herein.

## COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, CAT indicates Culinary Arts Techniques. The 100 and 200 level courses indicate lower and upper level courses accordingly.

### Prefixes

<b>BPT</b> Bakery and Pastry Techniques	<b>FRE</b> French
<b>BPL</b> Bakery and Pastry Lab	<b>GFW</b> Global Final Work
<b>CAT</b> Culinary Arts Techniques	<b>INU</b> Nutrition
<b>CAL</b> Culinary Arts Lab	<b>MIX</b> Mixology
<b>CSP</b> Culinary Spanish	<b>MKT</b> Management and Marketing
<b>DNT</b> Diet and Nutrition	<b>ORG</b> Organization & Protocol
<b>ENG</b> English	<b>SAF</b> Safety and Food Hygiene
<b>ESC</b> Environmental Sciences	<b>SPE</b> Sensorial Perception
<b>FBA</b> Food and Beverages Administration	<b>WHO</b> World History
	<b>MATH</b> College Algebra

## CREDENTIALS

PROGRAM	CREDENTIAL	CREDIT HOURS
Bakery and Pastry	Associates	76
Culinary Arts	Associates	77

Bakery and Pastry	Diploma	24
Culinary Arts	Diploma	24

## ASSOCIATE OF SCIENCES BAKERY AND PASTRY ARTS

### Program Objectives:

- Develop the values of each of the members of the program for the benefit of the country.
- Promote tourism and hospitality in the country, improving gastronomic service and using the resources the country has.
- This program is designated to provide the knowledge and practice necessary about bakery and pastry methods, cook profile and his functions.
- Identify and organize Mise en place: preparation.
- Recognize and put into practice different cooking techniques, identifying food's classification.
- Provide the knowledge necessary about prevention germs in the food, general conditions for hygienic and sanitary handling of foods, preventing microorganisms, bacterium and virus contamination.
- Recognize preservation techniques, maintenance of food in service, health book and Industries production.
- Provide the introduction knowledge necessary about management and organization of a gastronomic business.
- Identify methods and administration processes; define Norms ISO for Interpreting good manufacturing practice.
- Put into practice marketing and projects about how to offer products. Apply training and leadership in the labor and corporate area. Recognize and put into practice business strategies.
- Provide the knowledge necessary to French and Spanish as gastronomic languages, permitting offer to eat and drink, give indications, order to eat, take an order.
- Provide the knowledge and practice necessary about International bakery and pastry, recognizing characteristics and put into practice French pastry, Spanish pastry, modern and classic techniques, American pastry, German pastry, Argentinean pastry, Arabian pastry, Jewish pastry, chocolate techniques, frozen desserts applying the knowledge in Gourmets desserts menus.
- Respect the work and effort of its partners during the learning process.
- Develop the attitudes and values required to form responsible, thoughtful, critical and ethical people; people able to improve the quality of life.

### Program Description:

This Program consists of a comprehensive and professional training, which offers an improvement in Pastry and Bakery, allowing students to meet the society needs, through the Associate program that facilitates an effective integration into the labor market. The

Institute has endorsed study programs with 14 years of experience; it has prestigious professionals who support the students' education, giving them a solid formation in Bakery and Pastry and help them to develop their culinary creativity as a way to enter in the national and international market. Students can meet labor demands in hotels, restaurants and businesses; they have the ability to give advice to people in food and food service and / or to manage their own business.

During the learning process, the graduate will obtain the basic and professional skills required to perform competently and comprehensively the bakery and pastry processes linked to care recipient, notably improving the pastry and service in hotels and restaurants.

Course Number	Course Title	Credit Hours
ENG100	English Composition *	3
MATH101	College Algebra *	3
ESC100	Environmental Science *	3
ENG200	Speech Communications *	3
WHO200	World History *	3
BPT110	Bakery and Pastry Art Techniques I	1
BPL100L	Bakery and Pastry Lab	2
<b>FRE101</b>	Safety and Food Hygiene	3
FRE101	French I	3
BPT120	Bakery and Pastry Art Technique II	1
BPL118L	Chocolate Techniques Introduction Lab	2
FRE201	French II	3
MKT120	Gastronomy Management and Marketing I	3
ORG140	Event Organization, Ceremonial and Protocol	3
BPT130	Bakery and Pastry Art Decoration Techniques III	1
BPL222L	International Bakery and Pastry Lab	2
BPT240	American and French Pastry Techniques IV	1
BPL250L	American and French Pastry Lab	2
MKT220	Gastronomy Management and Marketing II	3
INU210	Introduction to Nutrition	3
CSP101	Culinary Spanish I	3
BPL260	Avant Garde and Frozen Desserts Lab	2
GFW100	Global Final Work I	3
BPT260	Modern Patisserie Techniques V	1
BPL270L	Specialty Pastry Lab	2
DNT230	Diet and Nutrition	3
FBA260	Food and Beverages Administration	3

CSP201	Culinary Spanish II	3
SPE202	Sensorial Perception	3
BPL280L	Advanced Patisserie Lab	2
GFW200	Global Final Work II	3
	Total	76

**ASSOCIATE OF SCIENCE  
CULINARY ARTS**

**Program Objectives:**

The program is designed to provide classroom instruction and practical hands-on laboratory work. Emphasis is placed on building skills and techniques while providing for study in advanced and emerging areas of culinary arts. Instruction in food production management provides the student with a solid hospitality business foundation. The program has a strong entrepreneurial and practical focus with the ability to apply the knowledge and skills obtained to many businesses.

Culinary arts graduates are trained for careers leading toward the following job opportunities: sous chef, banquet chef, executive chef, caterer, food sales representative, kitchen manager, and corporate chef.

**Program Description:**

This program is designed for individuals interested in learn theory, practice, and art for cooking. Students will acquire knowledge in disciplines, like catering, hospitality, nutrition, menu and beverage management, pastry and baking, sanitation and safety, and kitchen management. The curriculum also includes skills in cost control, budgeting techniques, merchandising and business planning.

Course Number	Course Title	Credit Hours
ENG100	English Composition *	3
MATH101	College Algebra *	3
ESC100	Environmental Science *	3
ENG200	Speech Communications *	3
WHO200	World History *	3
CAT101	Culinary Art Techniques I	1
CAL101L	Cuisine I Lab	2
SAF100	Safety and Food Hygiene	3
FRE101	French I	3
BPT105	Bakery Art Techniques II	1
BPL100L	Bakery and Pastry Lab	2
FRE201	French II	3
MKT120	Gastronomy Management and Marketing I	3

ENL130	Enology	3
CAT225	Culinary Art Techniques III	1
CAL200L	Cuisine II Lab	2
CAT240	International Cuisine Art. Techniques IV	1
CAL205	International Cuisine I	2
MKT220	Gastronomy Management and Marketing II	3
INU210	Introduction to Nutrition	3
ORG140	Event Organization, Ceremonial and Protocol	3
CSP101	Culinary Spanish I	3
GFW100	Global Final Work I	3
BPT255	International Bakery Techniques V	1
BPL207L	Advanced International Pastry Lab	2
DNT230	Diet and Nutrition	3
FBA260	Food and Beverages Administration	3
CSP201	Culinary Spanish II	3
MIX280	Mixology	3
CAL210L	Advanced Cuisine Lab	2
GFW200	Global Final Work II	3
	Total	77

\* General Education Courses

## **DIPLOMA BAKERY AND PASTRY**

### **Program Objectives:**

- Develop the values of each of the members of the program for the benefit of the country.
- Promote tourism and hospitality in the country, improving gastronomic service and using the resources the country has.
- This program is designated to provide the knowledge and practice necessary about bakery and pastry methods, cook profile and his functions.
- Identify and organize Mise en place: preparation.
- Recognize and put into practice different cooking techniques, identifying food's classification.
- Provide the knowledge necessary about prevention germs in the food, general conditions for hygienic and sanitary handling of foods, preventing microorganisms, bacterium and virus contamination.
- Provide the introduction knowledge necessary about management and organization of a gastronomic business.
- Identify methods and administration processes; define Norms ISO for Interpreting good manufacturing practice.

- Put into practice marketing and projects about how to offer products. Apply training and leadership in the labor and corporate area. Recognize and put into practice business strategies.
- Provide the knowledge necessary to French, permitting offer to eat and drink, give indications, order to eat, take an order.
- Respect the work and effort of its partners during the learning process.
- Develop the attitudes and values required to form responsible, thoughtful, critical and ethical people; people able to improve the quality of life.

**Program Description:**

This Program consists of a comprehensive and professional training, which offers an improvement in Pastry and Bakery, allowing students to meet the society needs, through the Diploma program that facilitates an effective integration into the initial labor market.

The Institute has endorsed study programs with 14 years of experience; it has prestigious professionals who support the students' education, giving them a formation in Bakery and Pastry and helps them to develop their culinary creativity as a way to enter in the national and international market. Students can meet labor demands in hotels, restaurants and businesses; they have the ability to give advice to people in food and food service and / or to manage their own business.

During the learning process, the graduate will obtain the basic and professional skills required to perform competently and comprehensively the bakery and pastry processes linked to care recipient, notably improving the pastry and service in hotels and restaurants.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
BPT110	Bakery and Pastry Art Techniques I	15	1
BPL100L	Bakery and Pastry Lab	60	2
SAF100	Safety & Food Hygiene	45	3
FRE101	French I	45	3
BPT120	Bakery and Pastry Art Techniques II	15	1
BPL118L	Chocolate Techniques Introduction Lab	60	2
FRE201	French II	45	3
MKT120	Gastronomy Management and Marketing I	45	3
ORG140	Event Organization, Ceremonial and Protocol	45	3
BPT130	Bakery and Pastry Art Decoration Techniques III	15	1
BPL222L	International Bakery and Pastry Lab	60	2
<b>TOTAL:</b>		450	24

## DIPLOMA CULINARY ARTS

### Program Objectives:

- Develop the values of each of the members of the program for the benefit of the country.
- Promote tourism and hospitality in the country, improving gastronomic service and using the resources the country has.
- Provide high-quality gastronomic education offering a comprehensive education to students.
- To provide the knowledge and practice necessary about cooking methods, cook profile and his functions.
- Identify and organize Mise en place: preparation.
- Recognize and put into practice different cuts and cooking techniques, identifying food's classification.
- This program is designated to provide the knowledge necessary about prevention germs in the food, general conditions for hygienic and sanitary handling of foods, preventing microorganisms, bacterium and virus contamination.
- Recognize preservation techniques, maintenance of food in service, health book and Industries production.
- This program is designated to provide the introduction knowledge necessary about management and organization of a gastronomic business.
- Put into practice marketing and projects about how to offer products. Apply training and leadership in the labor and corporate area. Recognize and put into practice business strategies.
- Provide the knowledge necessary to French as gastronomic language, permitting offer to eat and drink, give indications, order to eat, take an order.
- Provide the knowledge necessary about the process of wine elaboration and combination of dishes and wine tasting.
- Respect the work and effort of its partners during the learning process.
- Develop the attitudes and values required to form responsible, thoughtful, critical and ethical people; people able to improve the quality of life.

### Program Description:

This Program consists of a comprehensive and professional training which offers an improvement in culinary, allowing students to meet the society needs, through the Diploma program that facilitates an effective integration into the initial labor market.

The Institute has endorsed study programs with 14 years of experience; it has prestigious professionals who support the students' education, giving them a formation in culinary

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and help them to develop their culinary creativity as a way to enter in the national and international market. Students can meet labor demands in hotels, restaurants and businesses; they have the ability to give advice to people in food and food service and / or to manage their own business.

During the learning process, the graduate will obtain the basic and professional skills required to perform competently and comprehensively the gastronomic processes linked to care recipient, notably improving the food and service in hotels and restaurants.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
CAT101	Culinary Art Techniques I	15	1
CAL101L	Cuisine I Lab	60	2
SAF100	Safety & Food Hygiene	45	3
FRE101	French I	45	3
BPT105	Bakery Art Techniques II	15	1
BPL100L	Bakery And Pastry Lab	60	2
FRE201	French II	45	3
MKT120	Gastronomy Management And Marketing I	45	3
ENL130	Enology	45	3
CAT225	Culinary Art Techniques III	15	1
CAL200L	Cuisine II Lab	60	2
<b>TOTAL:</b>		450	24

### COURSE DESCRIPTIONS

<b>Course Number</b>	<b>Course Description</b>	<b>Credit Hours</b>
CAL210L	Advanced Cuisine Lab This course is designated to provide the knowledge necessary about setting and balance of dishes. Gourmet Presentation. Norms. Menu gourmet elaboration. Classification of decorative elements. Plate presentation. Gastronomy today. The flavor and presentation of specials dishes. Healthy cuisine. Author cuisine. Catering and events, by using combinations of flavors and textures. Classic and actual buffet. Differences on presentation and conservation. Cold buffets. Hot buffets. Correct conservation. Pre-requisites: CAT101, CAT225, CAL101, SAF100	1

BPL280L	<p>Advanced Patisserie Lab</p> <p>Fundamentals of baking science, terminology, equipment, technology, ingredients, and weights and measures, formula conversions. Concentration on the production techniques for breads, hard and soft rolls, basic cakes, high ratio cakes, cookies, and puff pastry items.</p>	2
BPT240	<p>American and French Pastry Techniques IV</p> <p>This course introduces students to the proper methods for preparing viennoiserie products such as croissants, Danish pastry, rolled-in dough, puff pastry, brioche, kugelhof and using a variety of fillings and toppings. Students will be introduced to the proper techniques of preparing pie dough. Fruit, custard, cream and chiffon pies are produced. Students will prepare assorted pies, flans, fruit-filled strudels and baklava. Students prepare a variety of ate a choux products and French pastries such as éclairs, cream puffs and Napoleons. Stirred and baked custards, pastry creams and Chiffons are produced.</p>	1
BPL250L	<p>American and French Pastry Lab</p> <p>This course is designate for improve practice making American and French pastry preparation, to create different options of petites fours, desserts, frosting and select the most appropriate presentation depending on the objective. With this course the students will apply American and French classic pastry techniques, creating and making desserts using the fundamental pastry techniques, recognizing products and respecting the basic learning techniques</p>	2
BPL260L	<p>Avant Garde and Frozen Desserts Lab</p> <p>This course is designated to provide knowledge about Avant Garde techniques used in pastry, special desserts and cakes with homemade ice-cream, made in class, traditional cakes frozen version</p>	2
BPL207L	<p>Advanced International Pastry Lab</p> <p>This course is designated to provide the knowledge and practice necessary about International pastry of different countries and cultures. French pastry, Spanish pastry, Argentinean pastry, Brazilian pastry, Peruvian pastry, Venezuelan pastry, Mexican pastry, Asian pastry. Indian pastry, Arabian and judge pastry. Setting and balance of dishes. Classify of decorative elements. Practice of menu elaboration with classic and modern desserts. Uses of sugar and ice cream. Healthy pastry. Actual buffet, classic buffets. Sweet buffet and sweet author cuisine. Pre-requisites: BAT105, BPL100, SAF100</p>	2

BPT105	<p><b>Bakery Art Techniques II</b>  This course is designate to provide the knowledge about techniques of cream with milk base and egg base, heavy cream and butter base. Differences between them. Different kinds of flour. Classification. Functions. Bread. History and techniques of elaboration. Tea as additive. Functions. Puff pastry technique. Natural improver agents. Yeast: classification and characteristics. Water: Classification and functions. Salt: Characteristics and functions. Laminated pastry. Philo pastry. Shaked pastry. Proportions, dry or fried pastry: classification. Characteristics and basic rules.</p>	1
BPT110	<p><b>Bakery and Pastry Art Techniques I</b>  This introductory-level course covers the basic theory and skill sets used throughout the field of baking and pastry. Topics covered include the use of hand tools and equipment found in a bakeshop, as well as the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, pre-cooked, cut-in, lamination, straight dough, custards, frozen desserts, chocolates, and sauces. Students will also taste and evaluate products they create in class to enhance their understanding of the course material.</p>	1
BPL100L	<p><b>Bakery and Pastry Lab</b>  The program begins by giving students an in-depth understanding of the ingredients, techniques, and procedures they will use throughout the program.  The program begins by giving students an in-depth understanding of the ingredients, techniques, and procedures they will use throughout the program:</p> <ul style="list-style-type: none"> <li>• Identification and discussion of the essential ingredient groups: sugar, dairy, fruit, flours, and chocolate.</li> <li>• Weights and measures, culinary math, food safety, sanitation, and equipment identification.</li> <li>• Introduction to basic decorating skills, the use of a pastry bag, and making and utilizing cornets.</li> <li>• Techniques for preparing fruit-based desserts, including paring, poaching, roasting, macerating, drying, and candying."</li> </ul>	2
BPT120	<p><b>Bakery and Pastry Art Technique II</b>  Baking &amp; Pastry Technologies is a look into the scientific side of baking. Baking &amp; Pastry Technologies is dedicated to teaching different scenarios, and reactions of ingredients, while baking. The lab element gives the experience of seeing different reactions of ingredients in baking; knowing, by looking at finished products, what works best and what may</p>	1

	<p>ruin the project. At the completion of this course, the student will have basic knowledge of the scientific breakdown that goes into the formulas of baking. This course will enable graduates to better be prepared to gain positions as a pastry chef or patisserie.</p>	
BPT130	<p>Bakery and Pastry Art Decoration Techniques III Decorating represents the ultimate fusion of art and craft. The students' effort and practice in prior classes is rewarded as they take their skills to a new level by preparing tiered cakes. Students learn:</p> <ul style="list-style-type: none"> <li>• Buttercream flowers and borders, royal icing, and fondant (draping, crimping, and ruffling).</li> <li>• Gum paste flowers, including azaleas, lilies, roses, and more.</li> <li>• Floral arrangement and tiered cake assembly including splitting, filling, and crumb coating and the usage of marzipan for covering cakes and making flowers, fruits, vegetables, and figurines.</li> <li>• Finishing techniques like petal dusting and tier assembly.</li> </ul>	1
CAT101	<p>Culinary Art Techniques I This course is designated to provide the knowledge and techniques necessary about cooking methods, cook profile, his functions, kitchen brigade, and cuisine history. Identify preparation of Mise en place. Identify gastronomic dictionary and recognize culinary vocabulary. Recognize and identify different cuts. Recognize and identify culinary machinery. Identify food classification and food preservation. Identify different cooking techniques and raw material.</p>	1
BPL118L	<p>Chocolate Techniques Introduction Lab This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Students will apply their knowledge of these concepts in daily production of a wide range of chocolates and confections. Types of centers to be discussed and produced include varieties of panache; crystalline and non-crystalline sugar confections, nut-based centers, jellies, and aerated confections. Ingredient function will focus on fats, nutritive sweeteners, dairy products, binding agents, and chocolate. Techniques include chocolate tempering methods; sugar cooking technique, hand dipping centers, and shell molding. Students entering this class should have a working</p>	2

	knowledge of chocolate-handling techniques and chocolate tempering.	
MATH101	College Algebra * This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivative of a function and integral	3
CSP101	Culinary Spanish I This course is designated to provide the knowledge necessary about the Spanish Alphabet. Greeting and introductions. Salutation. The numbers. Introducing colleagues. Verbs: present, past and future. Personal pronouns. Possessive adjectives. Correct uses. Questions: how to ask for something, somebody, where, how much. Countries and Nationalities. Professions. Parts of a restaurant and a kitchen. Present simple. Affirmative/Negative form. Yes/ No questions. The Workplace. Introduction to culinary vocabulary.	3
CSP201	Culinary Spanish II The course is designed to provide the knowledge necessary for speaking Spanish with gourmet technical vocabulary. Make a reservation. Vocabulary for drinks and food. The Menu. Communication focus. Desserts. Cheese. Wine. Kitchen utensils and machinery. Cooking verbs. General meals. Vocabulary specific for culinary and pastry. Translate expressions. Basic vocabulary to understand and carry out recipes in Spanish. Implement a menu using correct vocabulary that represents the cuisine	3
CAL101L	Cuisine I Lab This course is designated to provide the knowledge and practice necessary about cooking methods, cook profile, his functions, and kitchen brigade. The student will be able to identify and organize Mise en place: preparation. Uses of gastronomic dictionary. Recognize and put into practice	2

	different cuts. Recognize and put into practice culinary machinery. Recognize food classification. Recognize and put into practice food preservation. Put into practice different techniques with raw material as vegetables, chicken meat and cow meat.	
CAT225	<p>Culinary Art Techniques III</p> <p>This course is designated to provide the knowledge necessary about cleaning, cutting methods and cooking techniques of different kinds of meat as pork, fish, crustacean and offal. Its conservation. According sides and sauces. Recognizing types of pasta, homemade and industry production. Conservation and cooking methods, proportions of pasta per person. Smooth pasta and stuffed pasta with different filler. Different sauces.</p> <p>Pre-requisites: CAT101, SAF100</p>	1
DNT230	<p>Diet and Nutrition</p> <p>This course is designate to study techniques and bases for adapting traditional recipes in the development of therapeutic menus. The feeding in the treatment of overweight and obesity. Food selection. Physical and chemical characters in relation to the satiety value of food. Importance of nutrition education. Characteristics of food plans. Food selection. Calculation and applications of calories. Food plan for diabetic people. Glycemic Index concept. Influential factors. Low sodium plan. Sources of Sodium. Low-fat diet plan. Types of fats. Food sources of fats and cholesterol. Selection for the menu for people with dyslipidemia. Characteristics of the daily food plan for the various digestive diseases. Effects of food on the gastric and intestinal digestion. Cooking techniques. Classification of the different types of vegetarian diets. Macrobiotic Diet. Benefits and risks. Guidelines for planning meals. Supplementation of protein. Possible nutritional deficits. Physiological vulnerable groups. Food, Nutrition and Wellness is the foundational course in the nutrition and food science pathway. The focus of the course is centered on healthy food and lifestyle choices. Students will investigate the interrelationship of food, nutrition and wellness to promote good health.</p> <p>Pre-requisites: SAF100 INU210</p>	3
ENG100	<p>English Composition *</p> <p>Is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to</p>	3

	compose in-class essays in response to readings and other prompts. ENG100 introduces students to process-writing techniques, library research and APA documentation procedures. The primary focus of ENG100 is to help students acquire the writing skills they need to succeed in an academic environment.	
ENG130	<p>Enology</p> <p>This course is designated to provide the knowledge necessary about the process of wine elaboration and combination of dishes and wine tasting. Recognize wine regions. Identify the grape wine. Recognize wine making. Identify different between red and white sparkling wine. Recognize methods. Recognize tasting's elements. Evaluate tasting. Recognize wine service. Classify the blend.</p>	3
ESC100	<p>Environmental Science *</p> <p>This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.</p>	3
FBA260	<p>Food and Beverages Administration</p> <p>This course is designated to introduce students to the issues pertaining to the world of services. Promote trained and educated professionals in providing quality, good service and creativity. This course provides the knowledge necessary about the resources management. Storage area: organization. Good practice when receiving and handling raw material. Stock: maintenance. Service quality and customer care quality. Types of services: restaurant services, table services. Activities to do before, during and after the service. Service mechanics. Identification and resolutions about client's complaints. Elements for table service in restaurants and their order and hygiene. Wine services rules. Norms about the menu prices.</p>	3
FRE101	<p>French I</p> <p>This course is designated to provide the introduction knowledge to French as a foreign language. Greetings. Personal presentation. Grammar. Nationalities. Numbers. Professions. Defined and undefined articles. Personal Pronouns. Verbs: present, past and future. "Articles Partitifs". Food and drinks. Interrogative and negative expressions. Consumption. Vocabulary prices. Introduction to culinary</p>	3

	vocabulary.	
FRE201	<p>French II</p> <p>This course is designated to provide the knowledge to French as a foreign language with gourmet technical vocabulary. Typical culinary verbs. Knowledge about asking for food and drinks in different situations. Utensils and machinery. Using and translate expressions. Acquire the basic vocabulary to understand and carry out recipes in French. Implement a menu using correct vocabulary that represents the cuisine of France.</p>	3
GFW100	<p>Global Final Work I</p> <p>Interdisciplinary work between all the areas of the program. Planning and projects. Management: Records, accounting and control. Heritage management and human resources. Pre-requisites FRE201, MKT120, INU210, CSP101,ESC100, WHO200, ENG100, MATH101, ENG200</p>	3
GFW200	<p>Global Final Work II</p> <p>This course is designate to develop an interdisciplinary work between all the areas of the program. Project, development and design. Facilities and equipment characteristics. Investment and production costs. Marketing: Commercialization and customer-focused production decisions. Pre-requisites: GFW100</p>	3
BPL222L	<p>International Bakery and Pastry Lab</p> <p>This course provides students with the opportunity to expand and refine their baking skills and builds upon the methods learned in previous baking classes. The emphasis is on European baking, though baked goods from other parts of the world may be included as well. Advanced techniques in cake decorating, chocolate work, and sugar boiling are also covered. Sanitary practices and compliance with the laws and ordinances of the Department of Health are enforced.</p>	2
BPT255	<p>International Bakery Techniques V</p> <p>This course is designated to provide the knowledge necessary about International Bakery and Pastry. History and geography regions. Characteristics and techniques for making classic dessert. French techniques for classic pastry. Typical Spanish techniques pastry. Characteristics techniques of Arabian and judge pastry and bake. Techniques for manufacturing sugar and ice creams homemade and industry technology. Healthy pastry. Catering and events: conservation, preparation and Buffet presentation. Pre-</p>	1



	requisites: BPT105, SAF100	
CAT240	<p>International Cuisine Art Techniques IV</p> <p>This course is designated to provide the knowledge necessary about International techniques Cuisine. Gastronomic characteristics. History and geography. France. The biggest regional cuisines. Spain. Classic and modern Spain cuisine. Techniques about deconstruction, constructionism and reconstructivism. Molecular gastronomy. Greece. Italy. Italy regions. History of Italian food. Austrian cuisine. Hungary. German cuisine. Swiss. Russia. Arabian cuisine. Morocco. Jewish cuisine. Argentinean cuisine. North side. Northwest area. Northeast side. South side. Brazil. Regional cuisines. Peruvian food. Venezuela. Mexico. Japan. China: Asian cuisine. India. Thailand. Pre-requisites: CAT101, CAT225, SAF100</p>	1
CAL205	<p>International Cuisine I</p> <p>Introduces the classical cooking skills associated with the preparation and service of international and ethnic specific cuisines. The student will be able to understand the similarities between current food production systems in the United States and those in other regions of the world. The student will also be adaptable to various deviations in cooking strategies, develop an understanding of food sources and the availability of these items, making substitutions where warranted. International Cuisine also focuses on the heritage of the Culinary Arts as an art form and the student acquires in-depth artistic appreciation for their chosen profession.</p>	2
INU210	<p>Introduction to Nutrition</p> <p>This course is designate to study nutrients and their interaction with health and disease worlds. The knowledge of food handling techniques. Importance of handling food correctly for the integrity and preservation of health. Develop and recognize the importance of monitoring the nutritional quality of menus as a way to promote health. Obtain the consumer acceptability and their eating habits. Preparation of healthy dishes, to enlarge the menus offered in restaurants and to advise staff in selecting the right foods. Pre-requisite: SAF100</p>	3
MIX280	<p>Mixology</p> <p>This course is designated to provide the knowledge necessary about concept of service as a barman and bartender. History of beverage. Origins and elaboration of drinks. Tools and bar definition and uses. Techniques of preparation, services and presentation behind the bar. Develop professionally. Processing methods. Units of measurement. Cocktails</p>	3

	preparation. Preparation of drinks with and without alcohol. Fresh drinks. International classics and modern drinks. Service at the bar. Service at a restaurant.	
MKT120	Gastronomy Management and Marketing I This course is designated to provide the introduction knowledge necessary about management and organization of a gastronomic business. Identify methods and administration processes. Define capacities. Recognize controllable varieties. Recognize and evaluate quality control. Identify specifications of the gastronomic field. Recognize safety and quality. Define Norms ISO. Interpret good manufacturing practice. Recognize projects and business. Recognize and identify planning. Put into practice marketing and projects. Interpret how to offer products. Define introduction to direction and business. Apply training and leadership in the labor and corporate area. Recognize and put into practice business strategies.	3
MKT220	Gastronomy Management and Marketing II This course is designated to provide the knowledge necessary about planning and projects. Interpret administration. Differentiate accounting and control. Put into practice Heritage: passive-active. Recognize Marketing. Strategies applying at the menu. Management and Human Resources. Develop projects and design. Identify Menus classification. Differentiate merchandising or marketing. Identify the client. Analyze methods of publicity. Interpret Marketing strategies, Market research. Put into practice of cash flow in the project. Pre-requisites: MKT120	3
BPT260	Modern Patisserie Techniques V This course focuses on the composition, conceptualization and design of entremets, specifically in relation to mousses. Learn about several types of mousse and their different production methods, resulting in varied flavors and textures. In addition, students learn to make and use assorted cake bases and inserts, as well as gain familiarity with glazes, chocolate sprays, and other advanced décor elements and techniques. Chocolate tempering will be demonstrated in order to create elegant garnishes. Finished products in this workshop include Lemon Blackberry, Chocolate Risotto, White Chocolate Raspberry, and Whiskey Hazelnut mousse cakes, as well as Fresh Fruit Charlotte. Use this class to make any of the elegant, sophisticated, and contemporary mousse cakes that grace the windows of the top pâtisseries around the world.	1

ORG140	<p>Event Organization, Ceremonial and Protocol</p> <p>This course is designated to provide the knowledge necessary about Protocol and Ceremonial. Analyze basic concepts. Differentiate precedence and presidency. Compare types of tables and saloon staging. Recognize norms, table's components. Identify buffet service. Recognize service agreement.</p>	3
SAF100	<p>Safety and Food Hygiene</p> <p>This course is designated to provide the knowledge necessary about prevention germs in the food. General conditions for hygienic and sanitary handling of foods. Technical incumbencies for manufacture. Microorganisms, Bacterium and Virus prevention. Contamination by food. Chemical dangerous. Physical dangerous. Hygiene food. Personnel hygiene. Health care and risk of disease register. Hygiene education. Crossed contamination. Risk of contamination. Cross-contamination and how to avoid it. Food preservation. Preservation techniques. Maintenance of food in service. The service. Cleaning and disinfection. Waste disposition and storage. Plague control. Food handling establishment design. Design and construction of facilities. Health book. Industries production.</p>	3
BPL270L	<p>Specialty Pastry Lab</p> <p>This course introduces students to specialty desserts and their preparation methods. A wide variety of fruit and chocolates used in occasional as well as holiday desserts are prepared. Students are introduced to the various methods of preparing frozen desserts. Students prepare ice creams, ices, sherbets, sorbets and bombes and become familiar with their correct uses. A variety of frozen desserts such as Peach Melba, Pear Belle Helene and frozen mousses are prepared. A variety of hot and cold soufflés are prepared. Students are exposed to preparation techniques for petit fours, a wide variety of cookies, specialty holiday items and occasional cakes. Students are familiarized with the characteristics of cookie production as well as mixing methods. Appropriate piping techniques and decorations are utilized for petit fours and cookie production.</p>	2
ENG200	<p>Speech Communications *</p> <p>This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions.</p>	3

SPE202	<p>Sensorial Perception</p> <p>It has long been recognized that human experience and knowledge are mediated through the senses. The senses: sight, touch, taste, hearing and smell - play a vital role in shaping the way we interact with, and attune ourselves to, the world around us. This course will focus on understanding these everyday sensory worlds and their variation across various historical and geographical contexts. In so doing, it acknowledges that sensory perception is as much a social, cultural and political practice as it is a physical or biological function. The course will begin by examining the philosophical groundings of the scholarly study of the senses within geography and related disciplines, before moving on to look at the work of contemporary theorists on a range of topics such as silence and noise, darkness and light, pleasure and disgust, immersion and distance, atmosphere and affect. Whilst the structure of the course will be largely dictated by the traditional Western classification of the five senses, ample consideration will be given to other sensory modalities such as kinesthesia (the sensation of movement) and synaesthesia (subjective sensation).</p>	3
WHO200	<p>World History *</p> <p>This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and globalization. This course also introduces students to the economic, political and social processes in the world of today.</p>	3

\* GENERAL EDUCATION

## FACULTY

Name	Credentials	University	Courses Taught
Rafael Velasquez	Master in Business Administration Associates in Culinary Arts Certified Executive Chef	Keller Graduate School of Management Le Cordon Bleu College Miramar, FL American Culinary Federation	SAF100; CAT101; CAL101L; CAL200L; BPT255; BPL207L; GFW100; GFW200
Ivett Martell	Bachelors of Science in Food Sciences Master of Science In Hospitality and Tourism Management	University of Matanzas University of Havana	MKT120; MKT220; DNT230
Marlene Amione	Bachelors In Hospitality and Tourism Management Associate In Culinary Arts	Culinary Institute Of America Florida International University	CAL210L; INU210; CAT240; CAL205L; ENL130; CAT225; CAL200L; CSP101; CSP201; MIX280; ORG140
Tracy Pizura	Associates in Culinary Arts	Johnson and Wales University North Miami, FL	BPL118L; BPT110; BPT130; BPL100L; BPL222L; BPT120;
Nancy T. Light	Master of Science Bachelor of education Language Art/English	University Of West Indies	ENG100; ENG200
Freda Mosquera	Bachelor in Law and Social Science Master in Library and Information Science	University Libre University of South Florida,	Librarian
Michel Potop	Master in History Bachelor in English	Florida International University Keene State College	WHO200
Cesar Florian	Master in Economics Bachelor in Economics Minor in Mathematics	Florida Atlantic University Florida International University	MATH101
Berengere Goodman	Master in Foreign Languages, Literature and Civilizations English Bachelor in English and French as a Foreign Language	University Lumiere -Lyon 2	FRE101; FRE201